The New Look and Feel of the CCQAS Version 2.8 Credentialing Module

This is a preview of the new screens and data fields

For the Credentialing Module of CCQAS

With the projected implementation will be FM 02, FY 07.

As of 8/11/2006

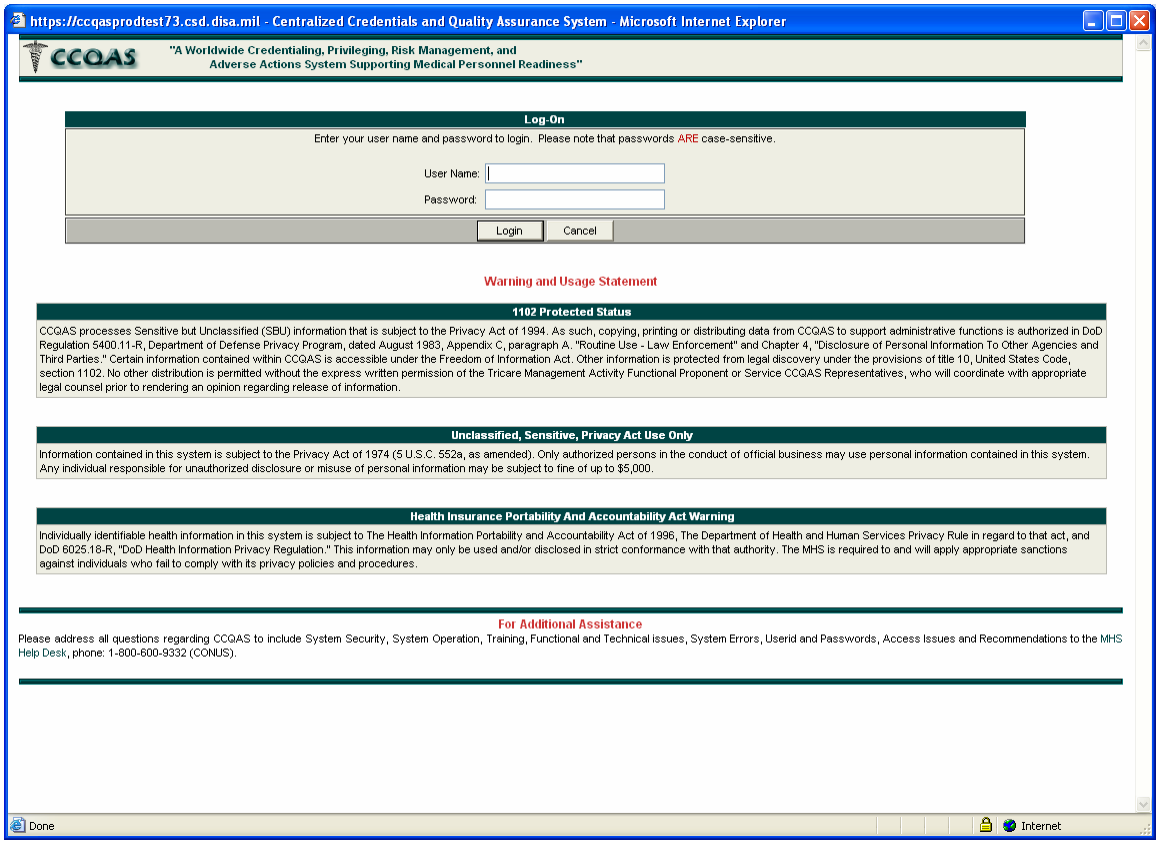
This document is a picture book of screen shots from the new version of CCQAS which is due to be released in the Fall of 2006.is fall.

When the privileging module of the new CCQAS 2.8 was developed, enhancements were also made to the existing credentialing module within CCQAS.

Access to the privileging module will be controlled by appropriate Roles and the granting of user permissions. The changes to the credentialing module will be evident, however, to all users once the updated version of CCQAS is deployed in support of the privileging module. This document was developed to familiarize you with the projected changes in the current credentialing module. There will be an opportunity for hands-on training in support of the privileging module deployment. Additional E-learning tools are being developed to assist you. In addition, our staff is available to address any questions or concerns you might have.

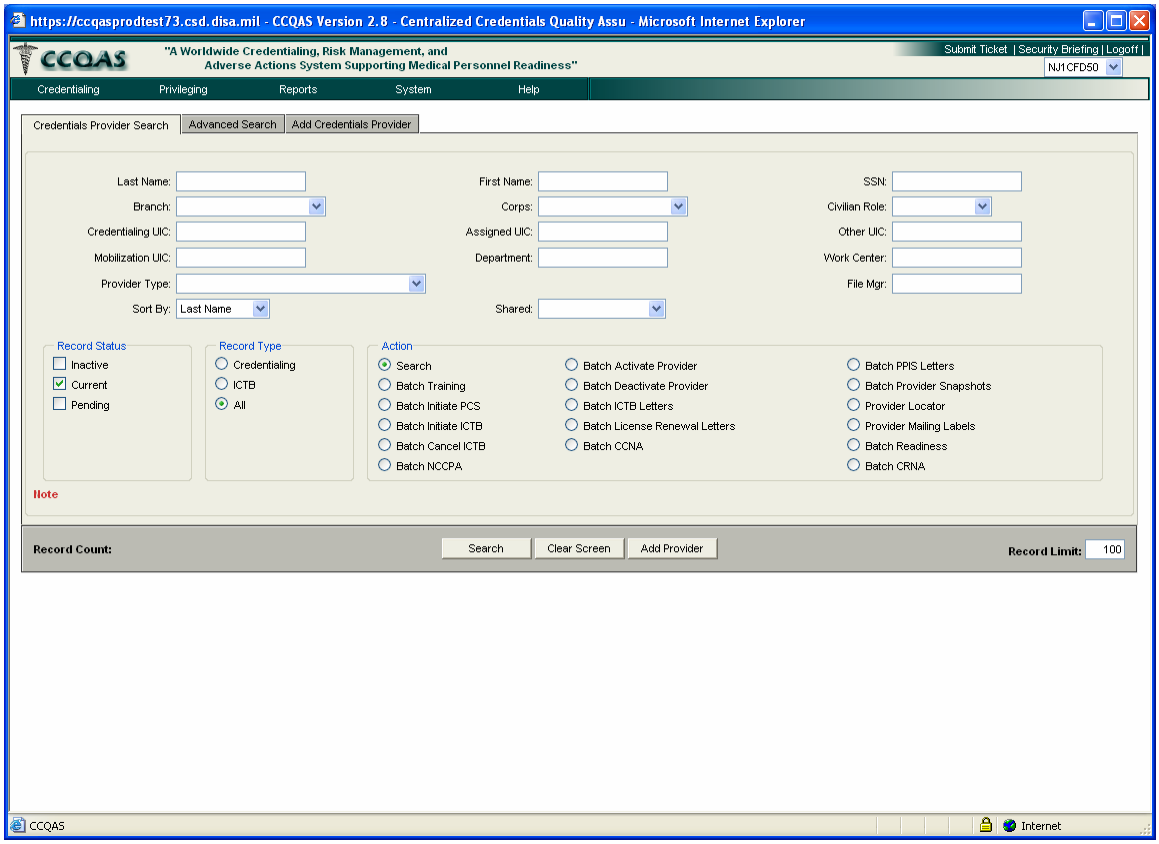
In re-designing the Credentialing module, more tabs/sections have been created. The fields which are currently in CCQAS were re-organized/spilt up in the new tabs/sections. It will be a matter of learning where the information is located within the new tabs/sections for the Credentialing Coordinator.

The Log-on screen has been updated and the new version is shown below.

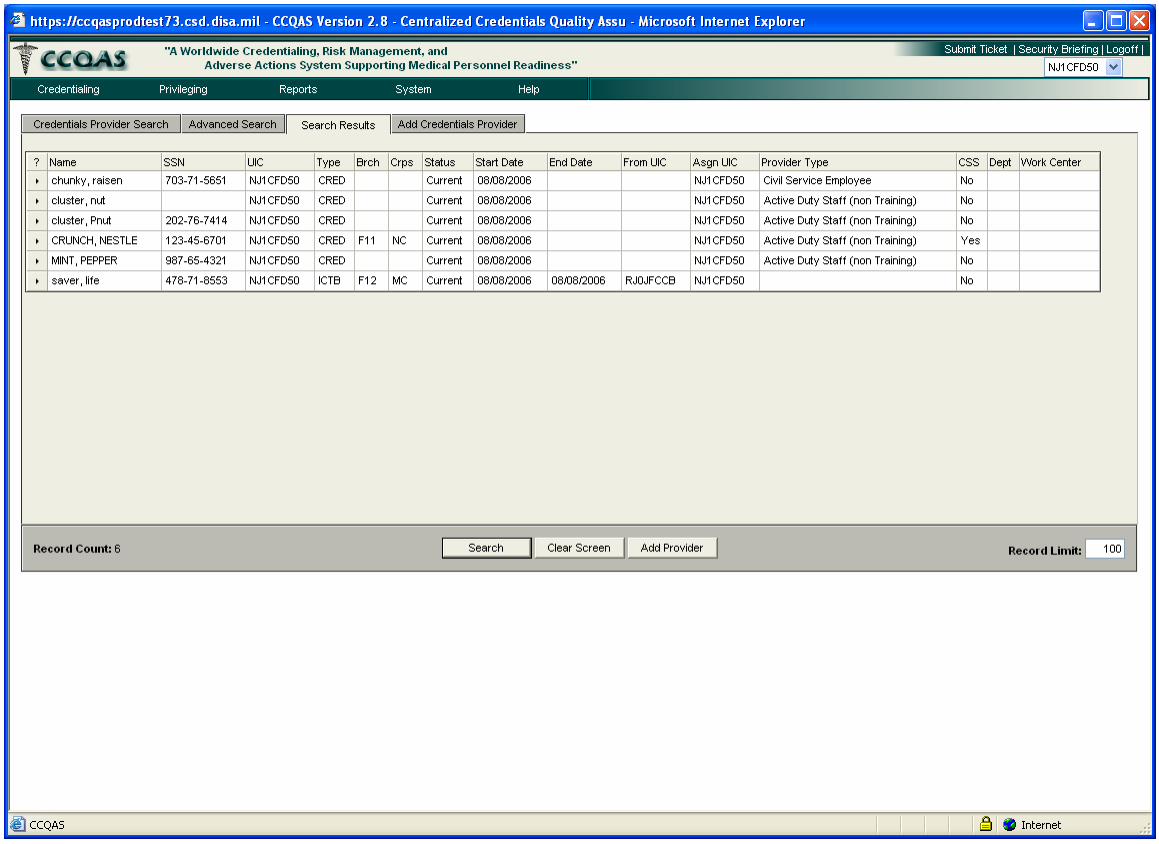


While looking somewhat different, this screen essentially operates the same as the current one.

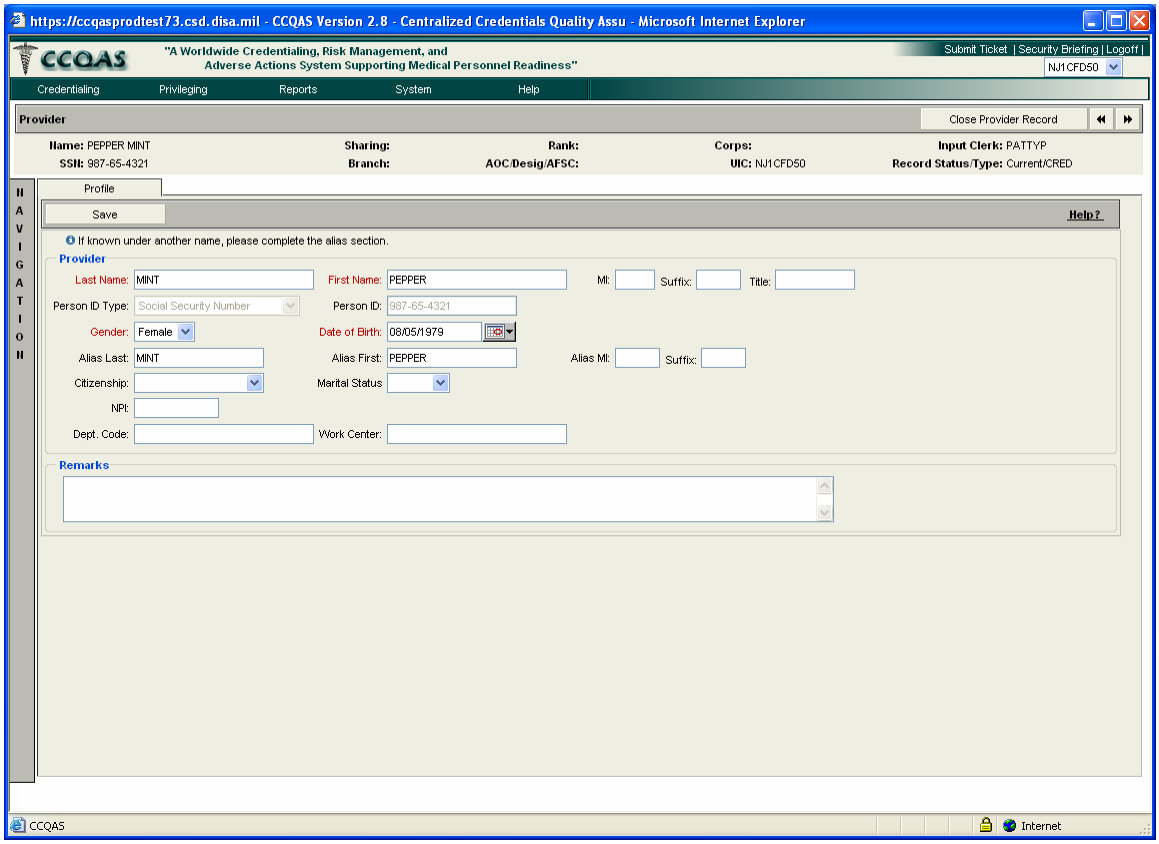
Next is the Credentials Provider Search Screen. No real differences here.



After clicking on the Search button, we get the Search Results Screen which is the same as the current version.



Upon opening a particular provider record the differences begin.



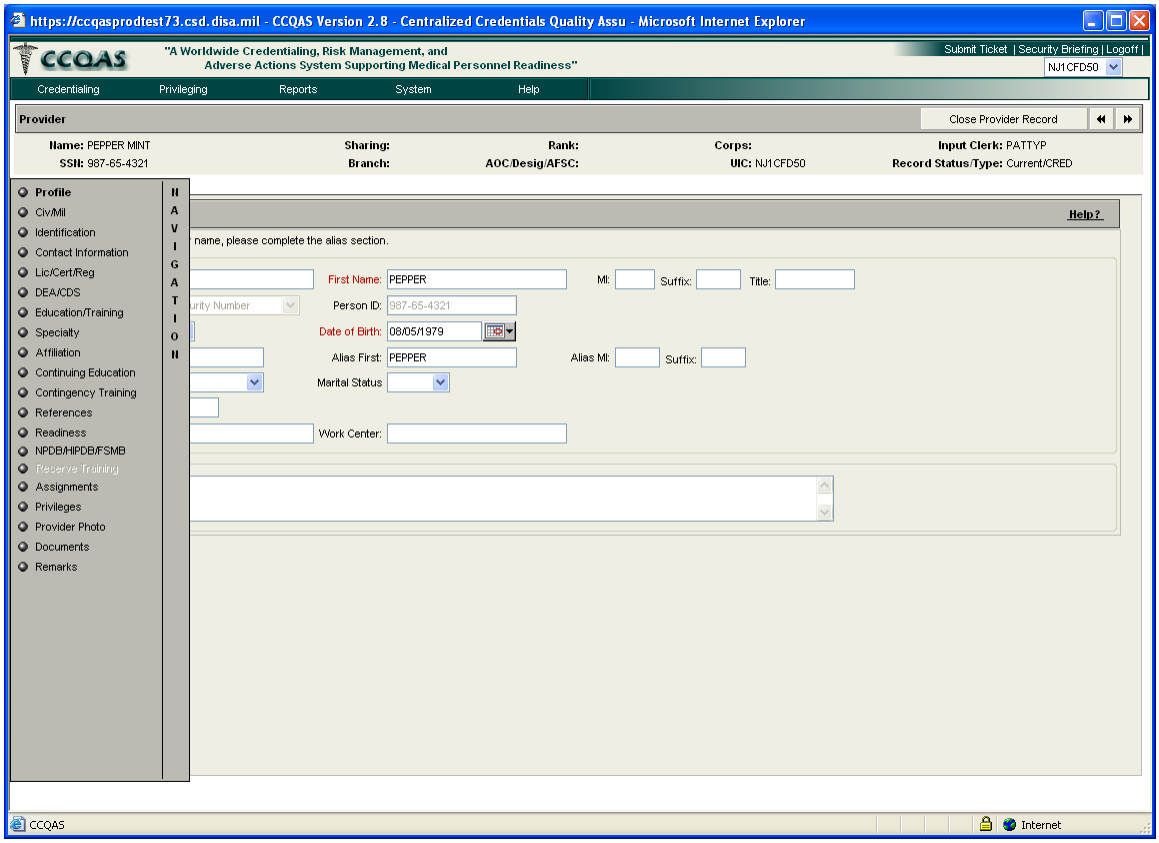
The first thing that you will notice is the absence of the “file folder tabs” along the top of the active area.

Notice: Over on the left side of the active area, there is a new space with the word “NAVIGATION” running down it. This is the key to getting around in the New CCQAS 2.8 Credentialing area and is called the “NAVIGATION BAR”.

To activate the Navigation Bar, move your cursor over to the Navigation Bar area.

Move to next page.

The Navigation Bar opens up and displays the new tabs or sections.



Most of the old familiar “tabs” can now be found here as menu items, although there has been some re-organization and there are a few more screens.

To open the Navigation Bar, move the cursor to the left, into it.

To choose an option in the Navigation Bar menu, click on it.

To close the Navigation Bar, move the cursor to the right, out of it.

We will now go through the data screens in the order presented on the Navigation Bar:

Profile,

Civ/Mil,

Identification,

Contact Information,

Lic/Cert/Reg,

DEA/CDS,

Education/Training,

Specialty,

Affiliation,

Continuing Education,

Contingency Training,

References,

Readiness,

Reserve Training,

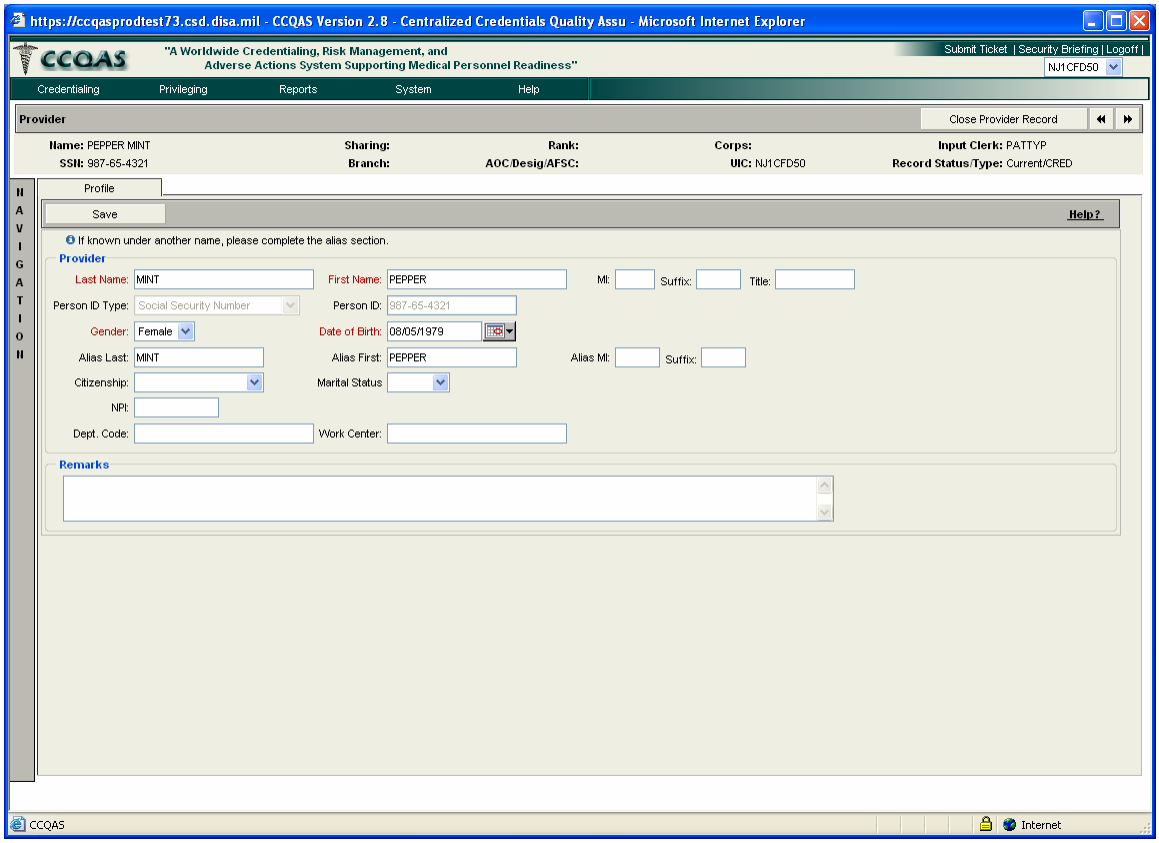
Assignments,

Privileges,

Provider Photo,

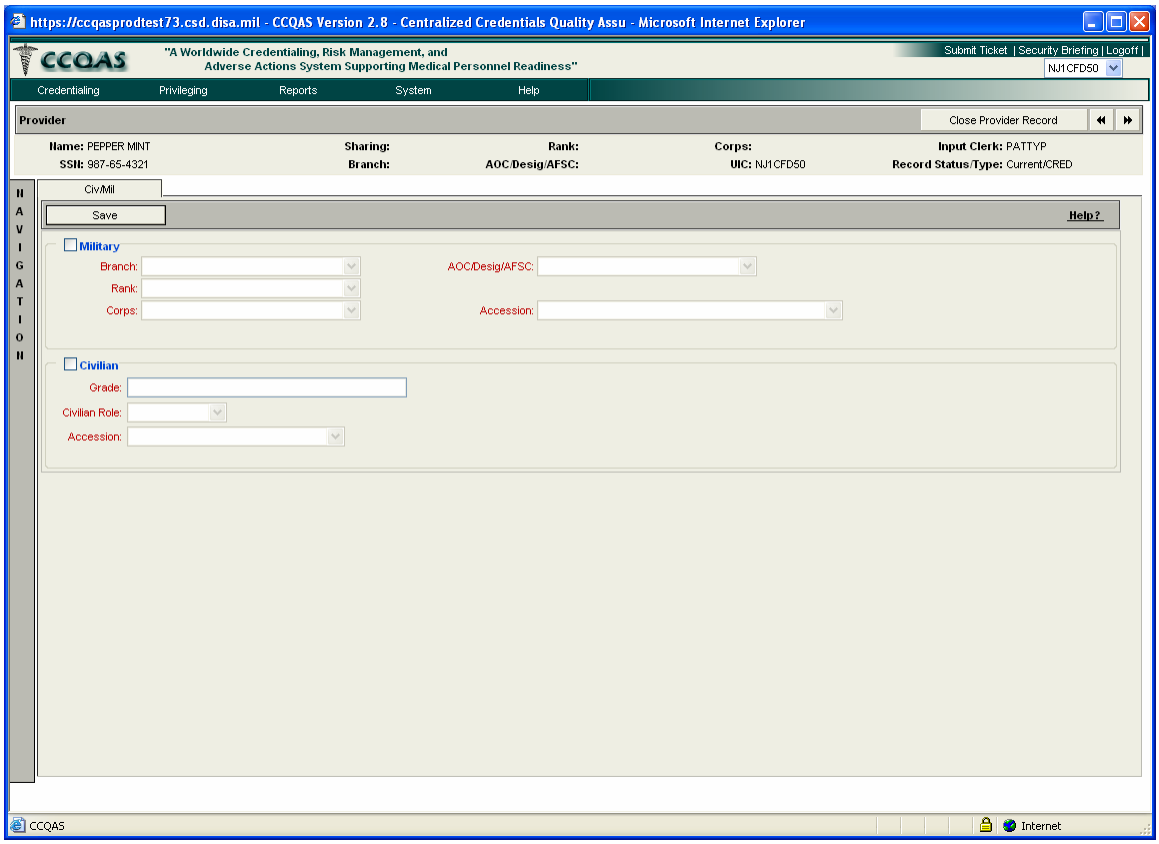
And Documents
(Army is working on import plan)

The first menu item on the Navigation Bar is the Profile Screen which has most of the data found in the old Demographics Tab but without the Contact Information and the Military / Civilian identifiers.



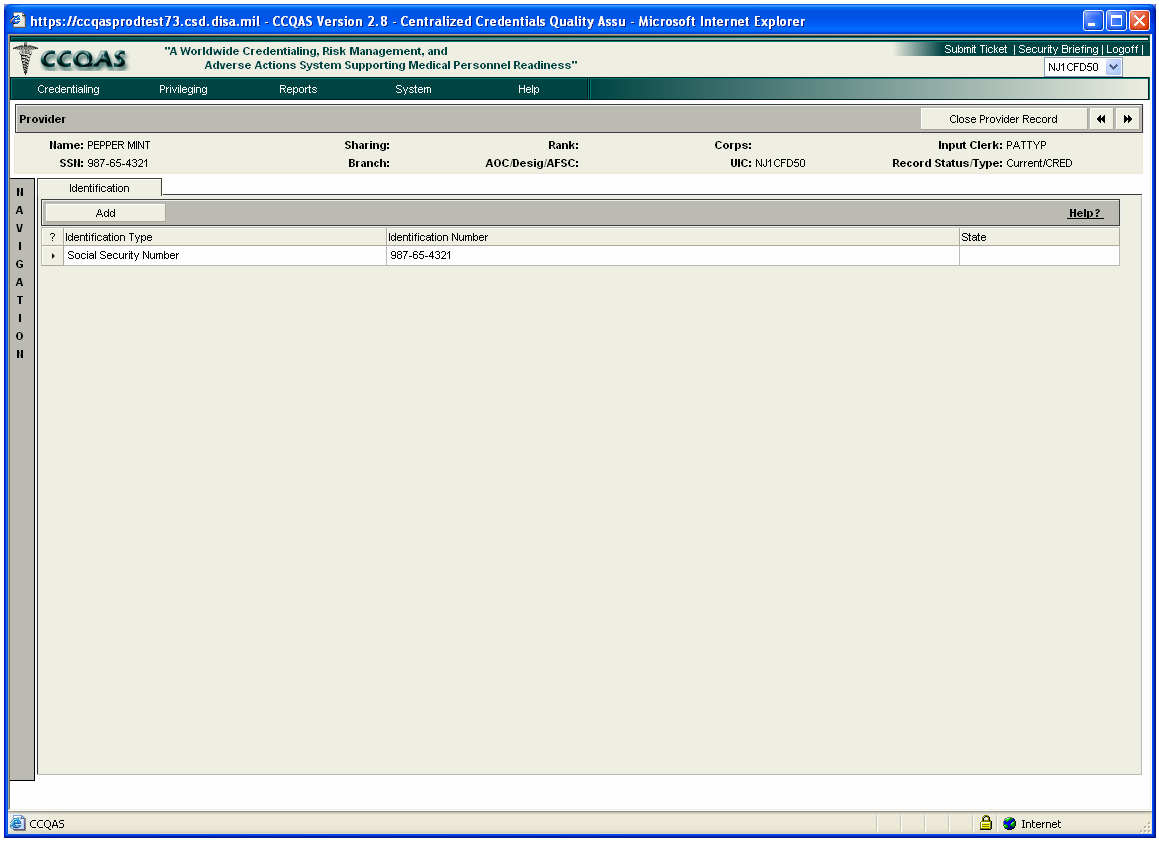
New fields are Citizenship and Marital Status.

The Military / Civilian identifiers are found in the next tab:
Either a record is military or civilian. The record cannot be both. Choose the appropriate record type and fill out the red mandatory fields within the selected record type and disregard the other red fields in the record type not selected.



The new item here is Grade for Civilians. This is an optional, not a “required” field for civilians now, although it is shown above as colored in red.

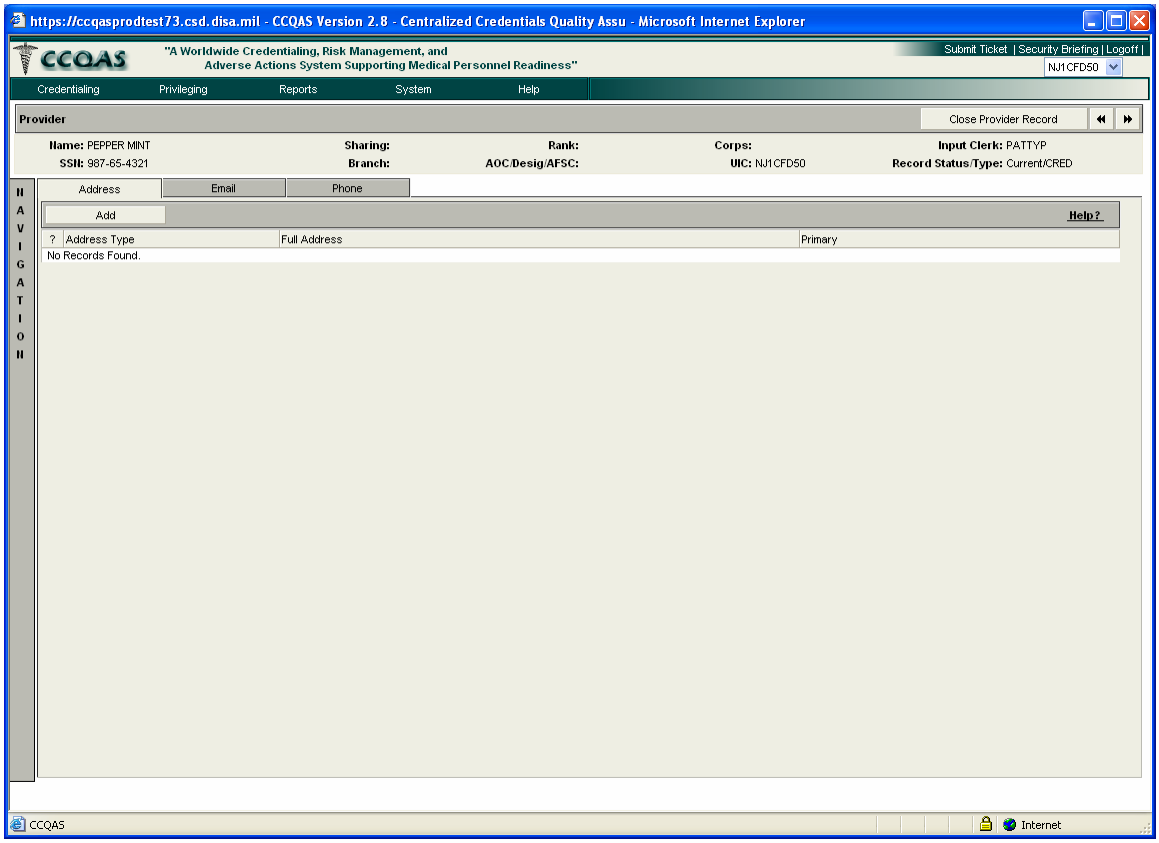
The Identification Screen allows entry of a variety of identifying factors, primary among which is the provider's Social Security Number.



There are several types of Identification from which to choose. Identification types can be entered by clicking on the ADD button located just below the "Identification tab".

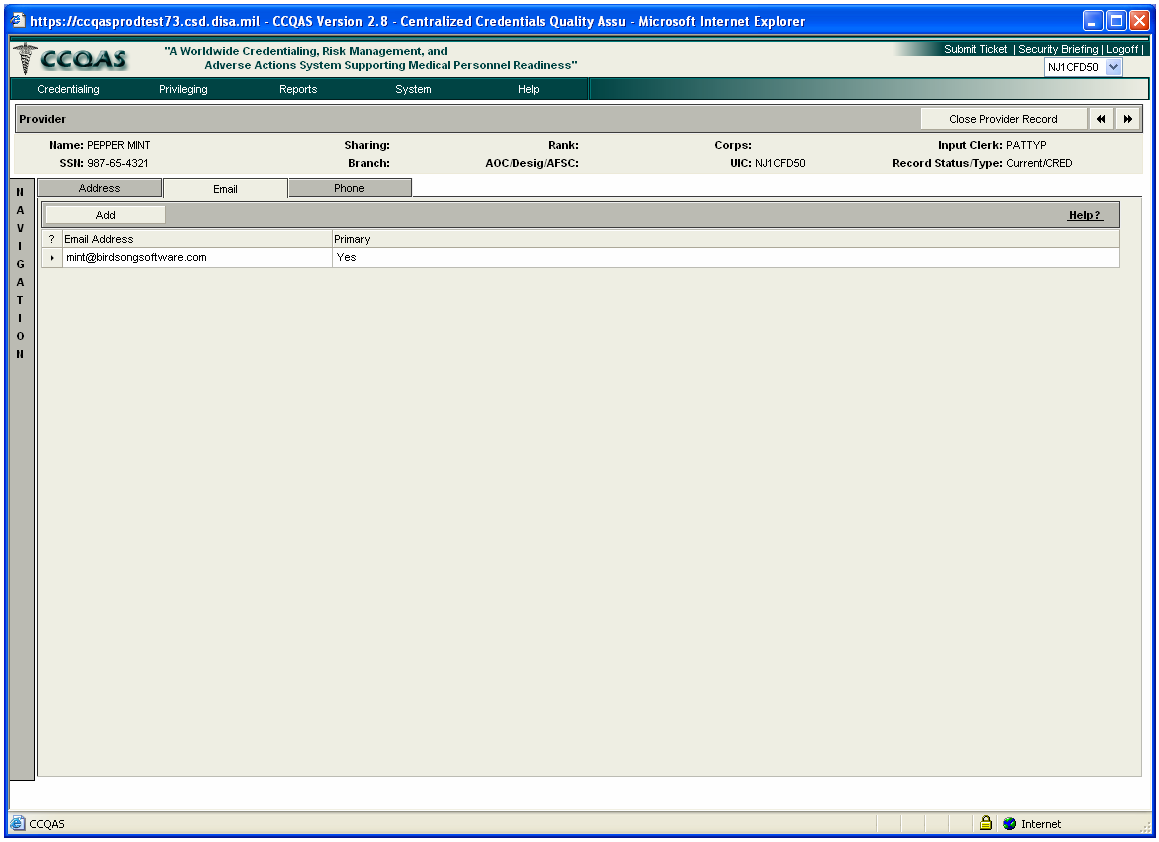
Contact information is found through the next menu choice, which is subsequently split out into three sub-tabs: Address, Email, and Phone.

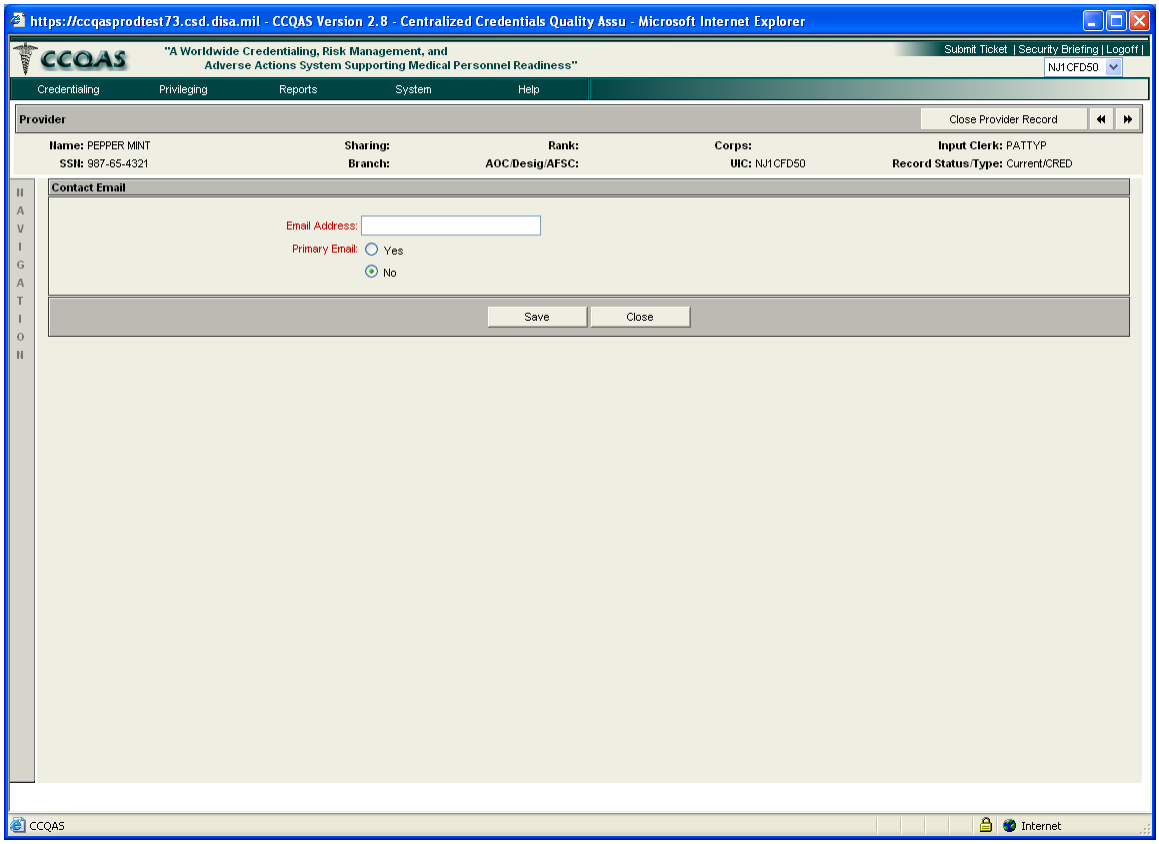
Again, you can add as many different contact listings as you would like, by using the ADD button listing but at least one of each is recommended. For the Army, the military e-mail address will become mandatory to support the Privileging module. There will be temporary exceptions to the military e-mail rule, for the FNL, New Contractors applying for privileges for the first time, until a sponsor is selected and a military e-mail address is granted, if the provider is hired.



This is an example of the address sub-tab screen. Once an address has been entered, the contact information would appear in the displayed address summary line.

Here are screen shots of the other two sub-tabs, Email and Phone, both of the summary line screens and the underlying sub-record screens:

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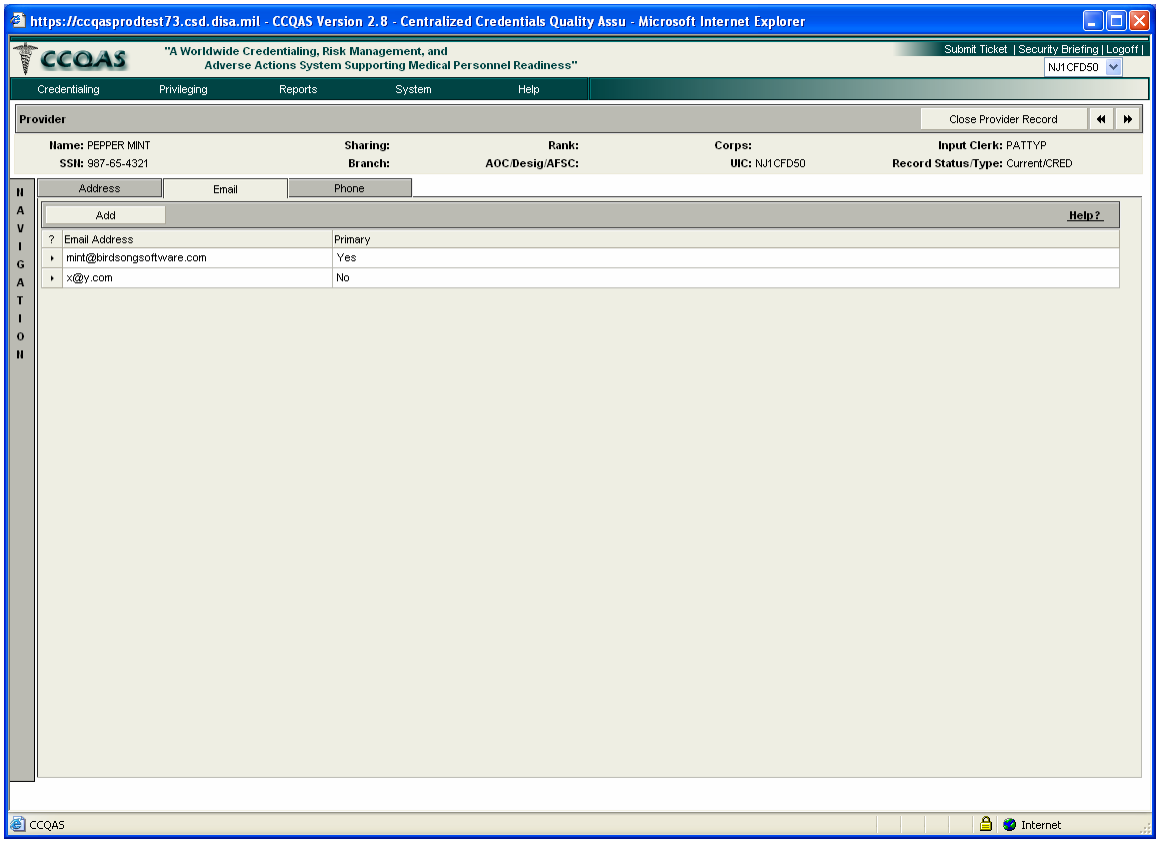
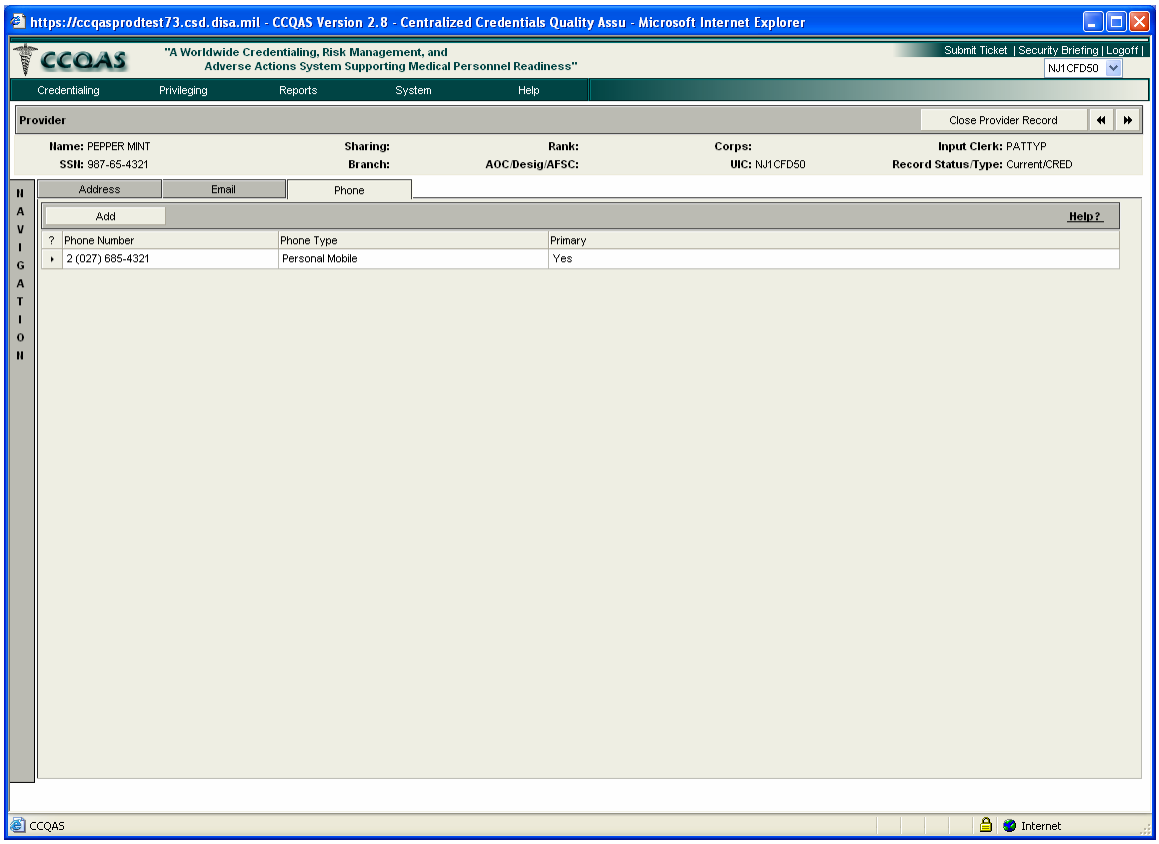
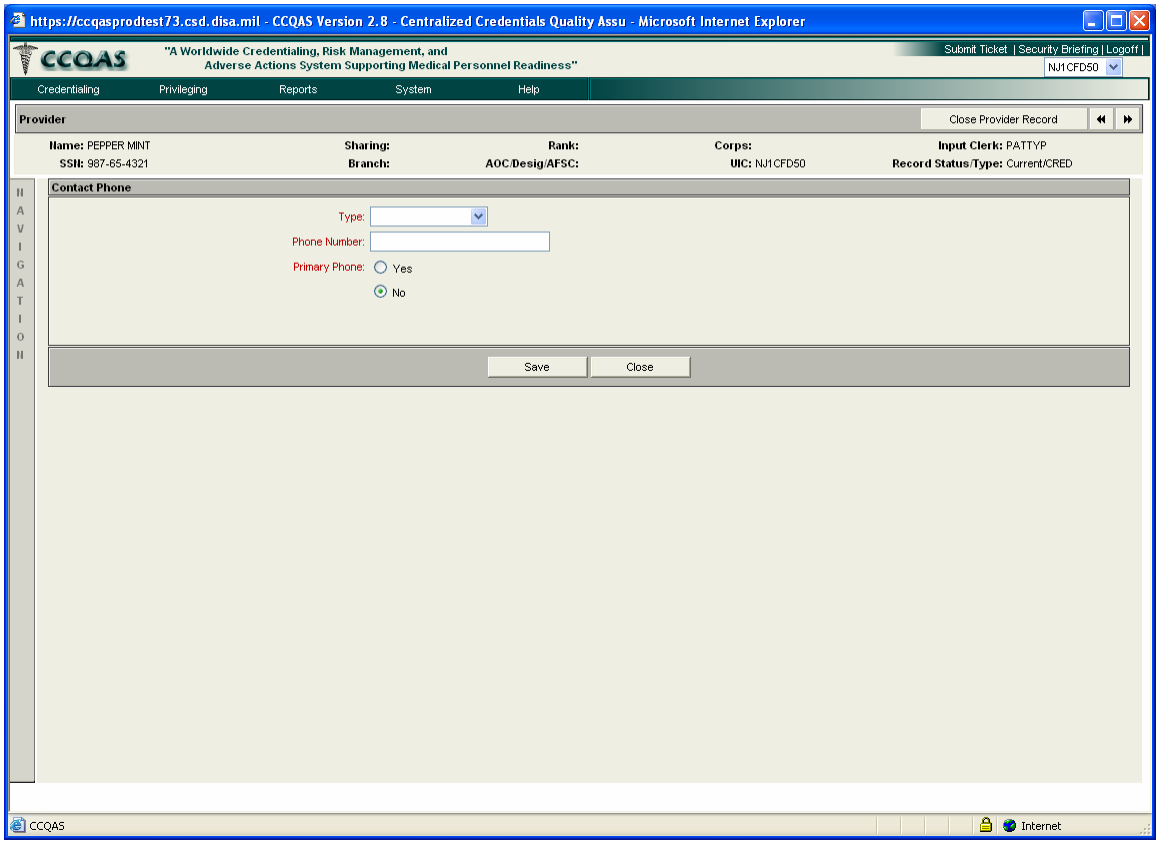
Help
Provider
Close Provider Record
Name: PEPPER MINT
SSN: 987-65-4321
Sharing:
Branch:
Rank:
AOC/Desig/AFSC:
Corps:
UIC: NJ1CFD50
Input Clerk: PATTYP
Record Status/Type: Current/CRED
NAVIGATION
Contact Email
Email Address:
Primary Email:
Yes
No
Save
Close
CCQAS
Internet

Here is a new Email Summary Line screen with another Email record added and two summary lines. The military e-mail address will always be primary when two or more e-mail addresses are provided.



An example of the Phone Contact Information Summary Line Screen and the underlying record screen (Note the options available once the “Type” drop down menu is selected. in the following screen shots.

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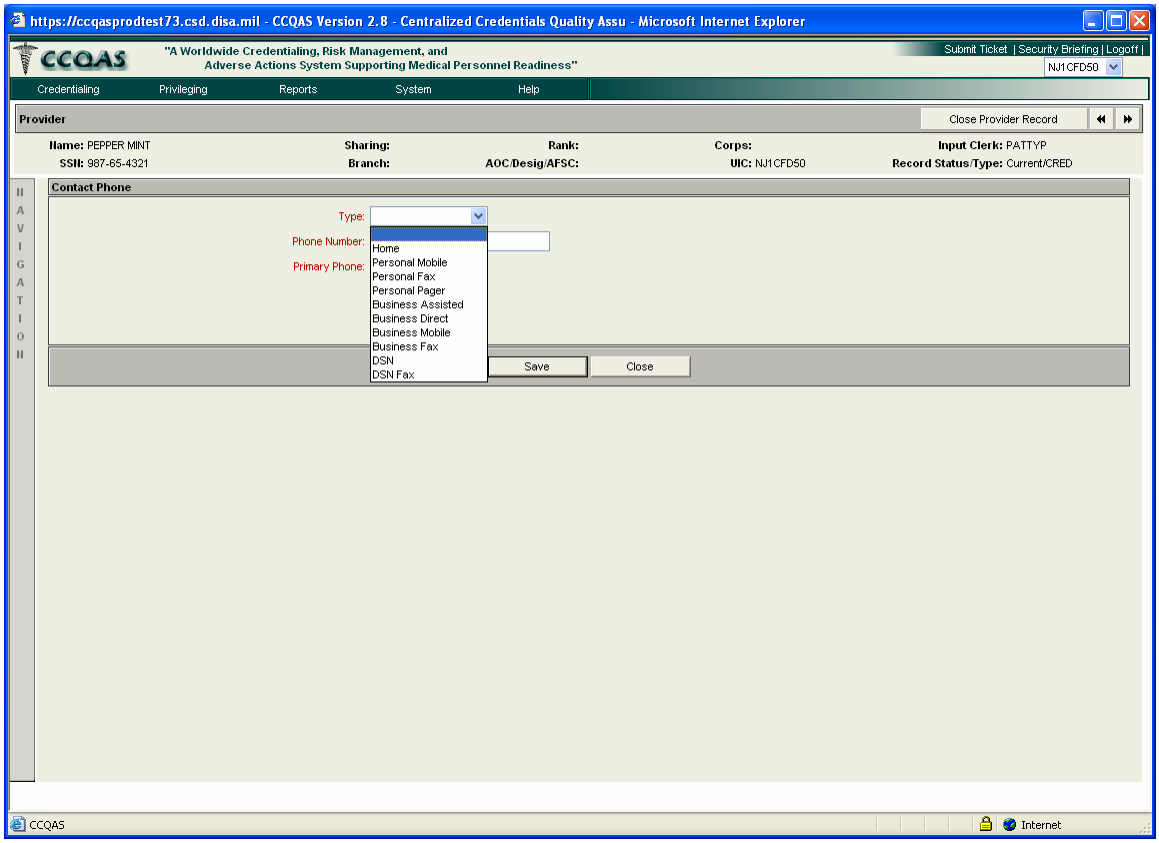
System
Help
Provider
Close Provider Record
Name: PEPPER MINT
SSN: 987-65-4321
Sharing:
Branch:
Rank:
AOC/Desig/AFSC:
Corps:
UIC: NJ1CFD50
Input Clerk: PATTYP
Record Status/Type: Current/CRED
NAVIGATION
Contact Phone
Type:
Phone Number:
Primary Phone:
Yes
No
Save
Close
CCQAS
Internet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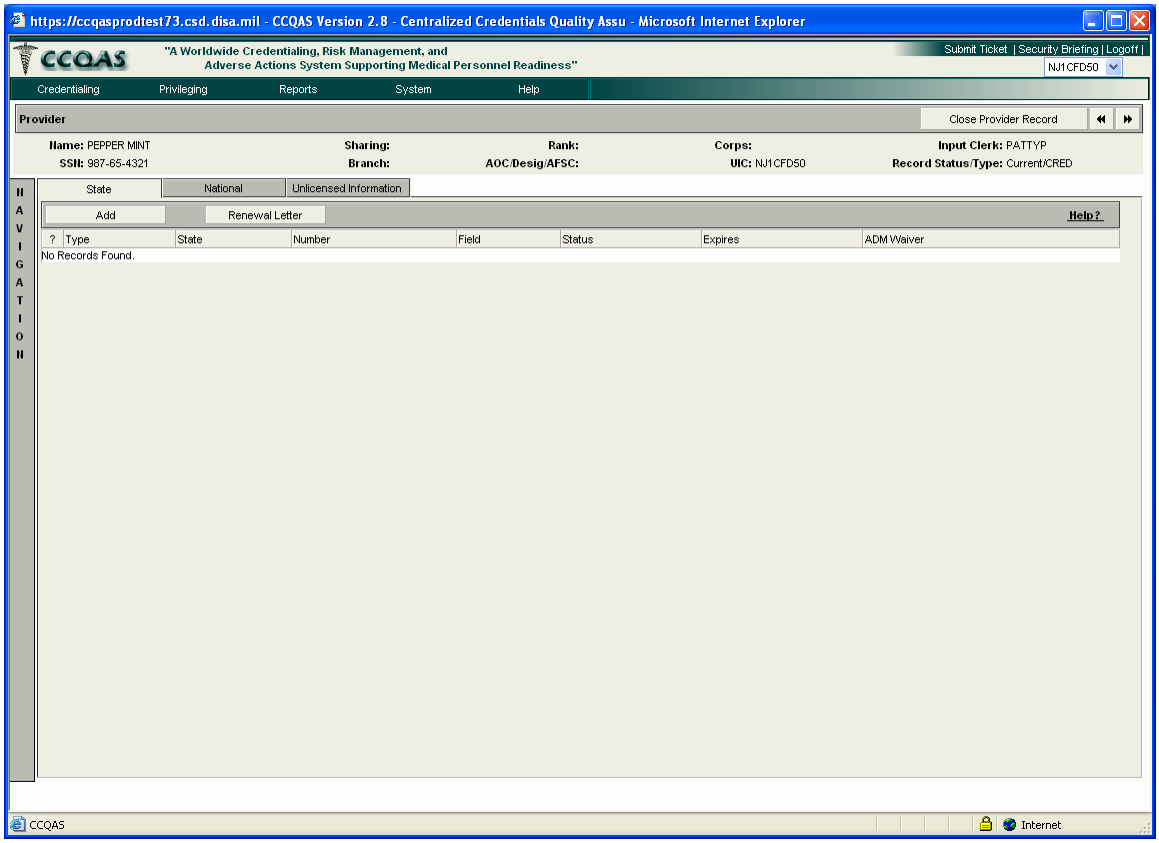
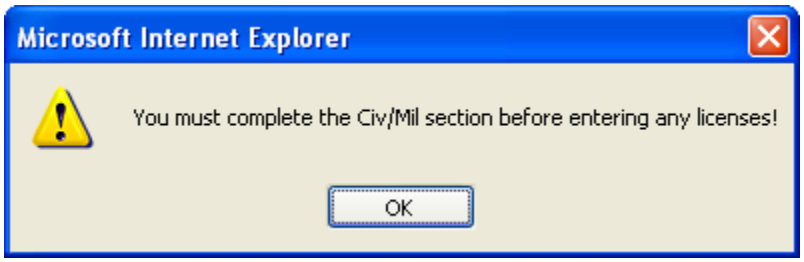
System
Help
Provider
Close Provider Record
Name: PEPPER MINT
SSN: 987-65-4321
Sharing:
Branch:
Rank:
AOC/Desig/AFSC:
Corps:
UIC: NJ1CFD50
Input Clerk: PATTYP
Record Status/Type: Current/CRED
NAVIGATION
Contact Phone
Type:
Phone Number:
Primary Phone:
Home
Personal Mobile
Personal Fax
Personal Pager
Business Assisted
Business Direct
Business Mobile
Business Fax
DSN
DSN Fax
Save
Close
CCQAS
Internet

This is the new Lic/Cert/Reg Screen, which is further sub-divided into space for State Licenses, National Certifications and a new area for “Unlicensed Information”.

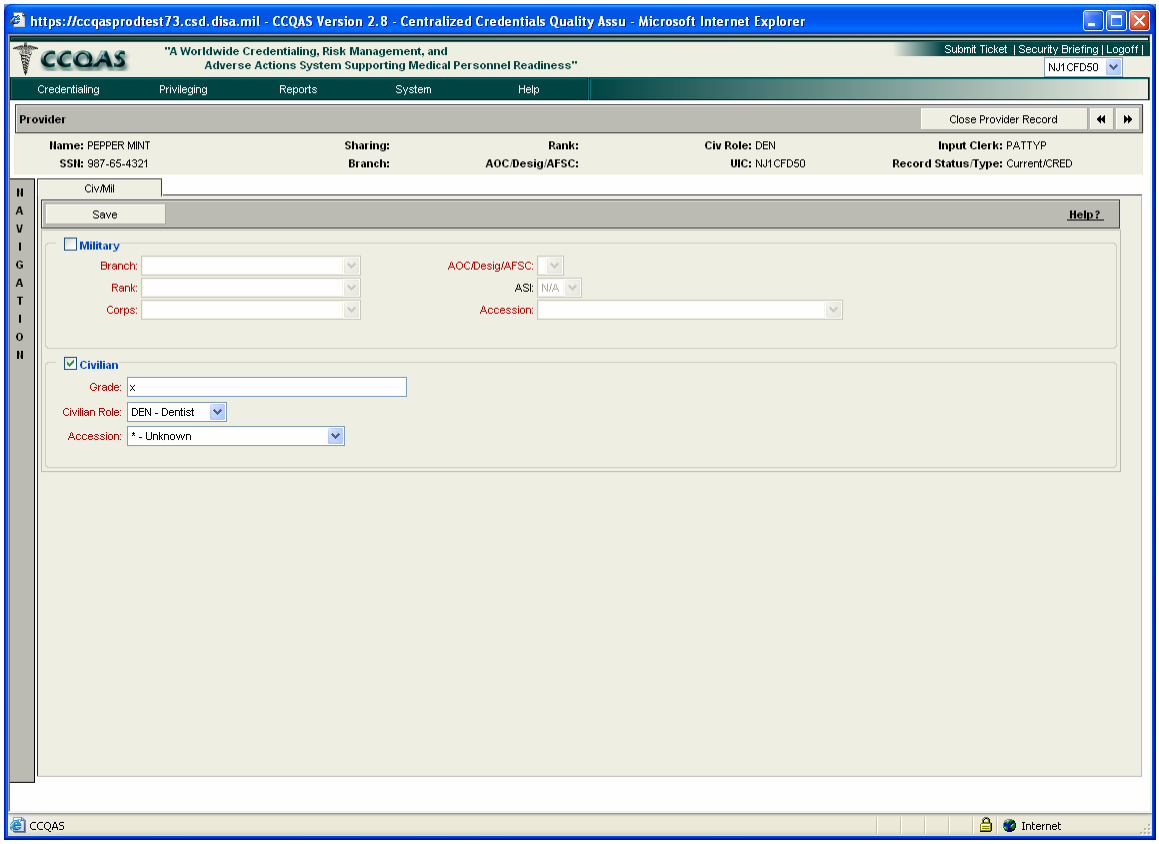
Below is an example of the State License Summary Line Screen.

Note the Dialog box below that appears if entry into this screen is attempted before the Civ / Mil designation has been made. Choices and functions in this screen and others are sometimes dependent on information entered on previous screens, so it is best to enter data in CCQAS in the order presented on the Navigation Bar, if possible.





Therefore we will enter the required minimum information for the provider, so that we may proceed.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Provider
Close Provider Record
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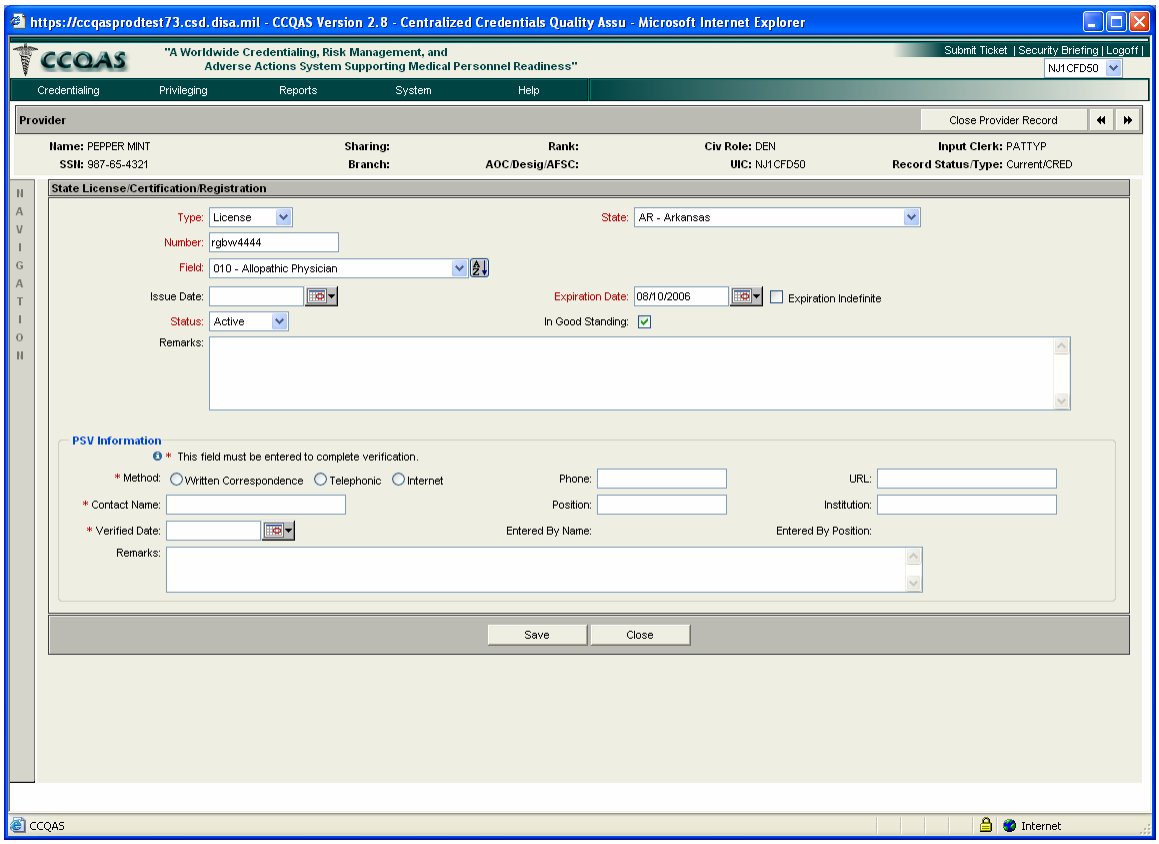
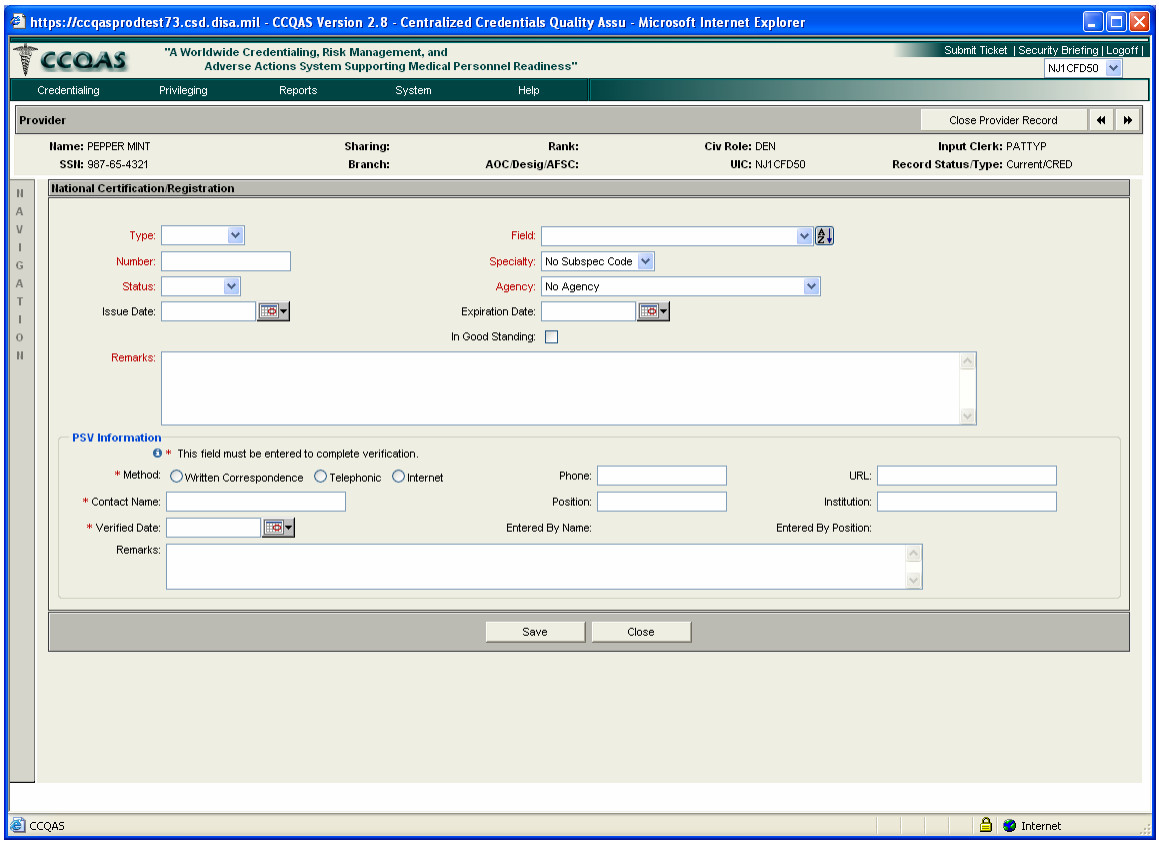
SSN: 987-65-4321
Sharing:
Branch:
Rank:
AOC/Desig/AFSC:
Civ Role: DEN
UIC: NJ1CFD50
Input Clerk: PATTYP
Record Status/Type: Current/CRED
NAVIGATION
Civ/Mil
Save
Help?
Military
Branch:
Rank:
Corps:
AOC/Desig/AFSC:
ASI: N/A
Accession:
Civilian
Grade: X
Civilian Role: DEN - Dentist
Accession: * - Unknown
CCQAS
Internet

Here is the new State License record entry screen:

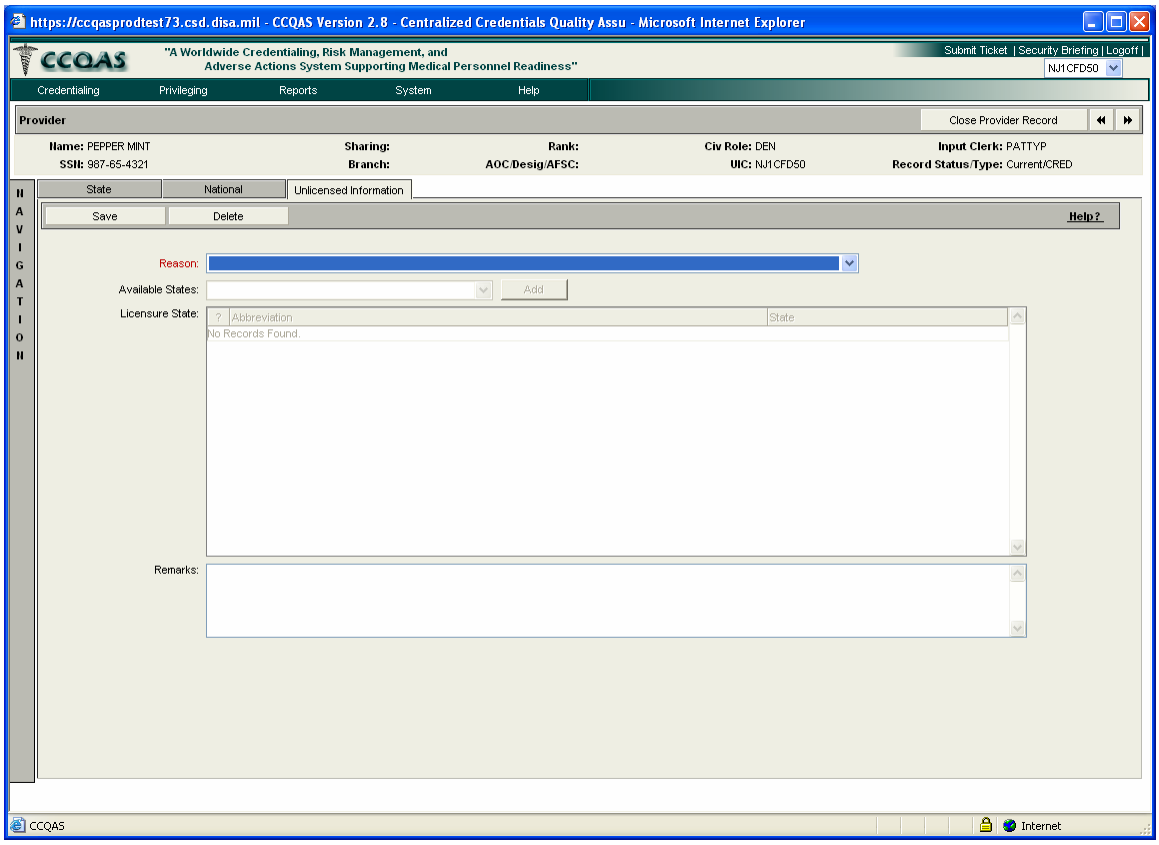


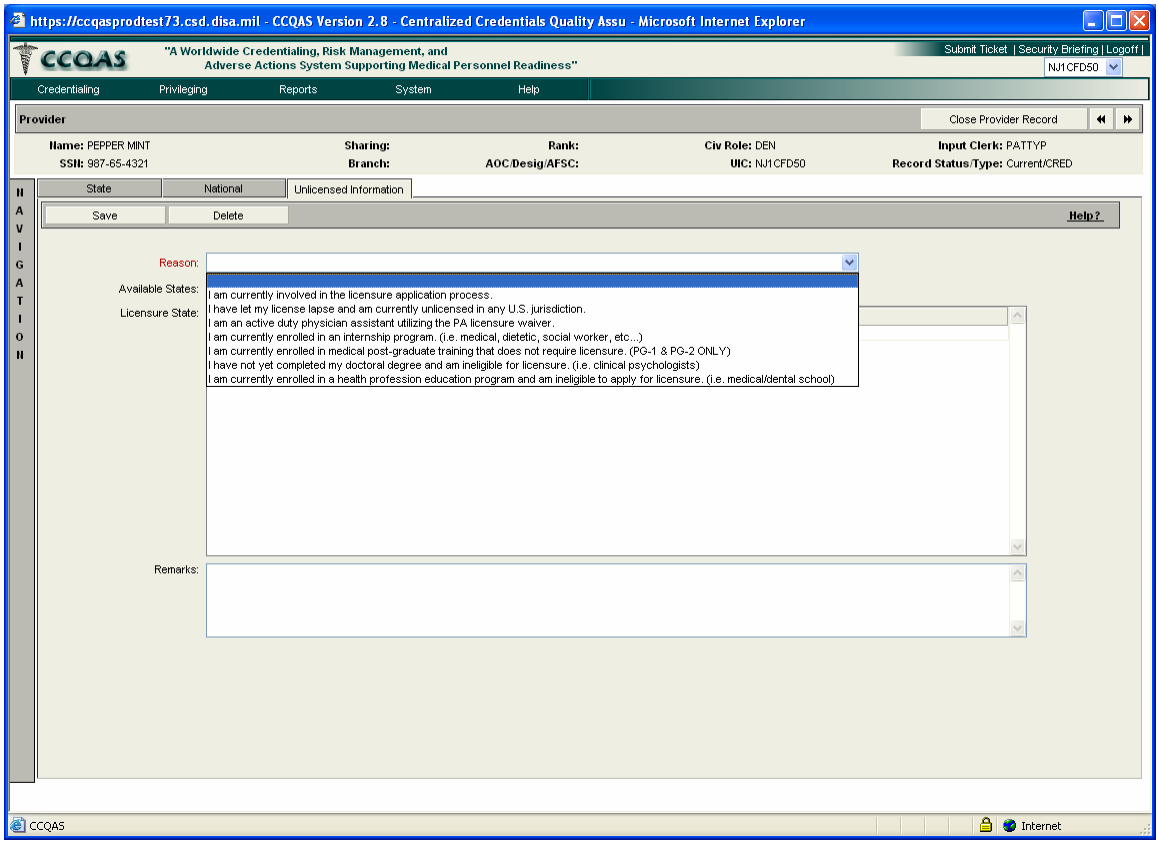
Please note that there is a new section here as well as in other areas, devoted to recording the Primary Source Verification (PSV) information when accomplished. Different information is “Required” when different means of verification is used. CCQAS still has the rule a license cannot be in good standing without the PSV information being completed.

Here is a sample of the National Certification record entry screen, again with the new PSV area:

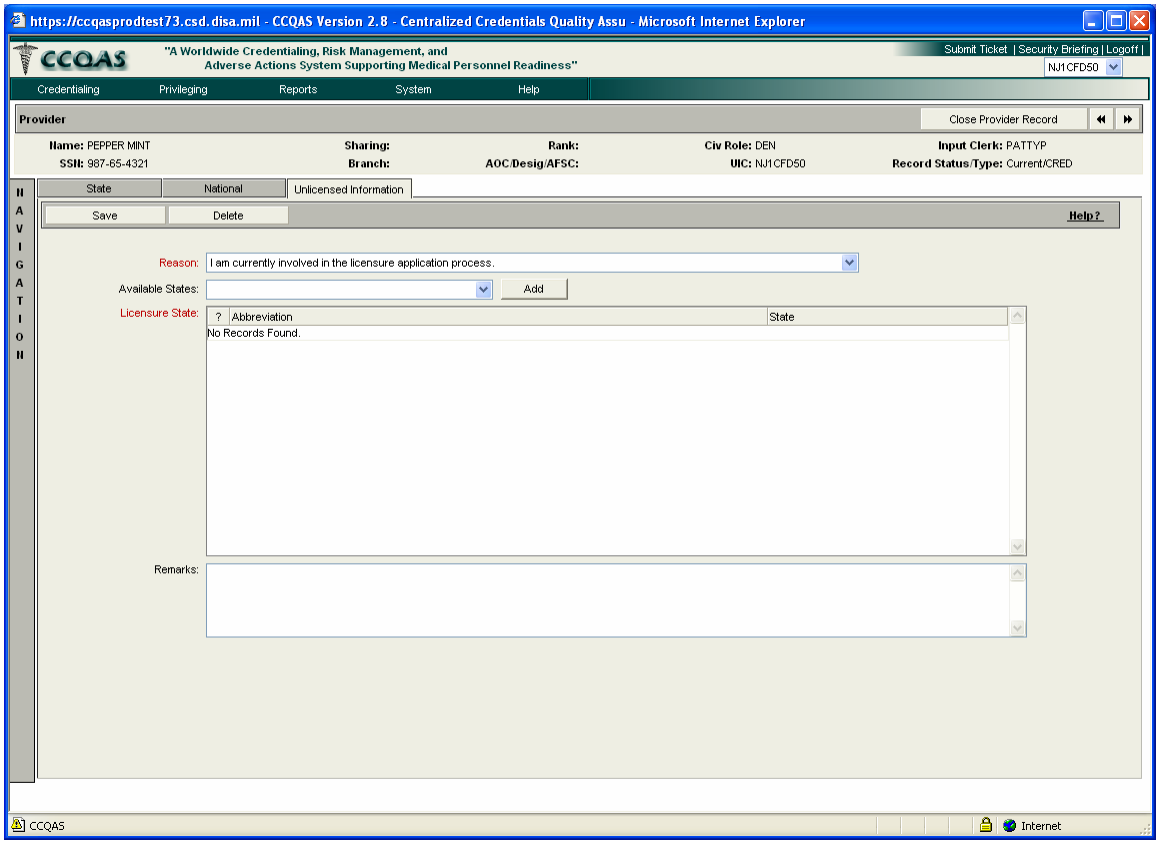


Next is the “Unlicensed Information” record entry screen. This screen is for recording information as to why the provider does not currently have a valid State license or National Certification (e.g., has not yet fulfilled requirements to take licensure examination, specialty does not require one, etc. – see the sample drop-down menu following.





The words indicating a first person singular subject will be removed and depending on the reason chosen, other information may be required.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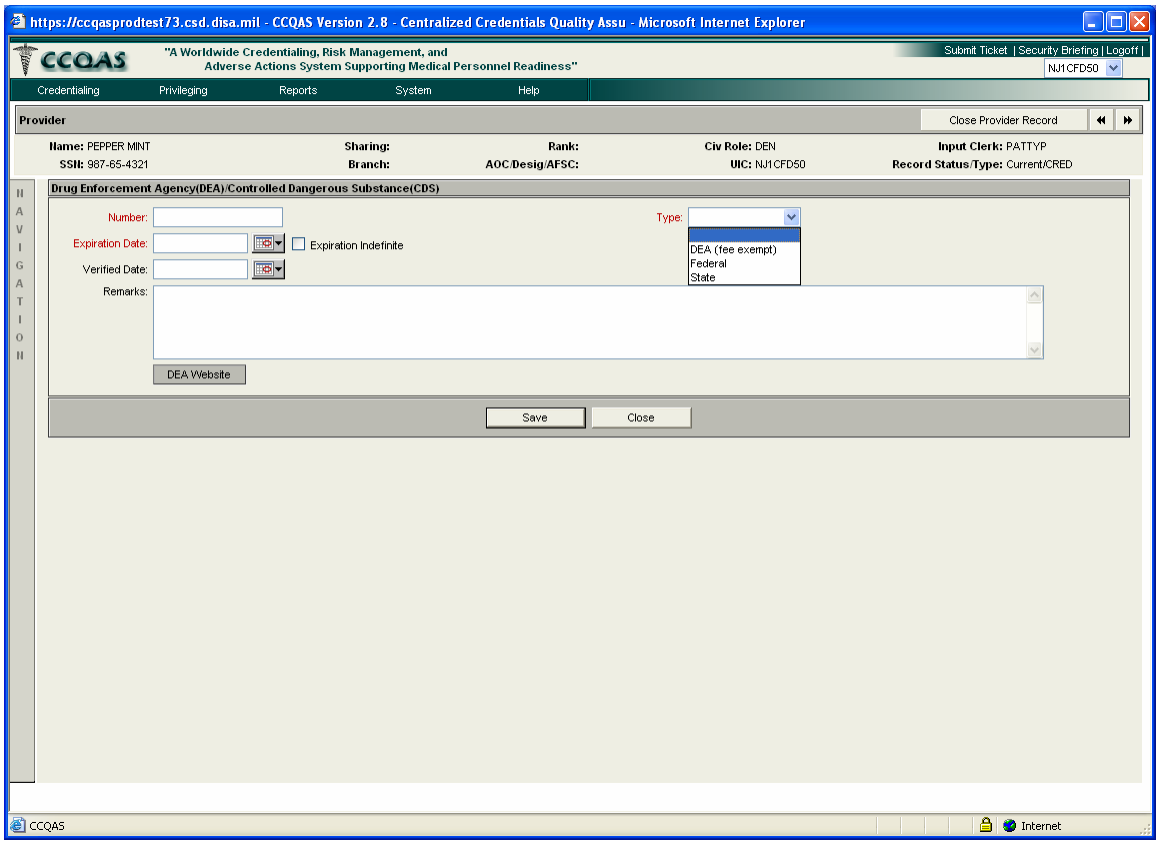
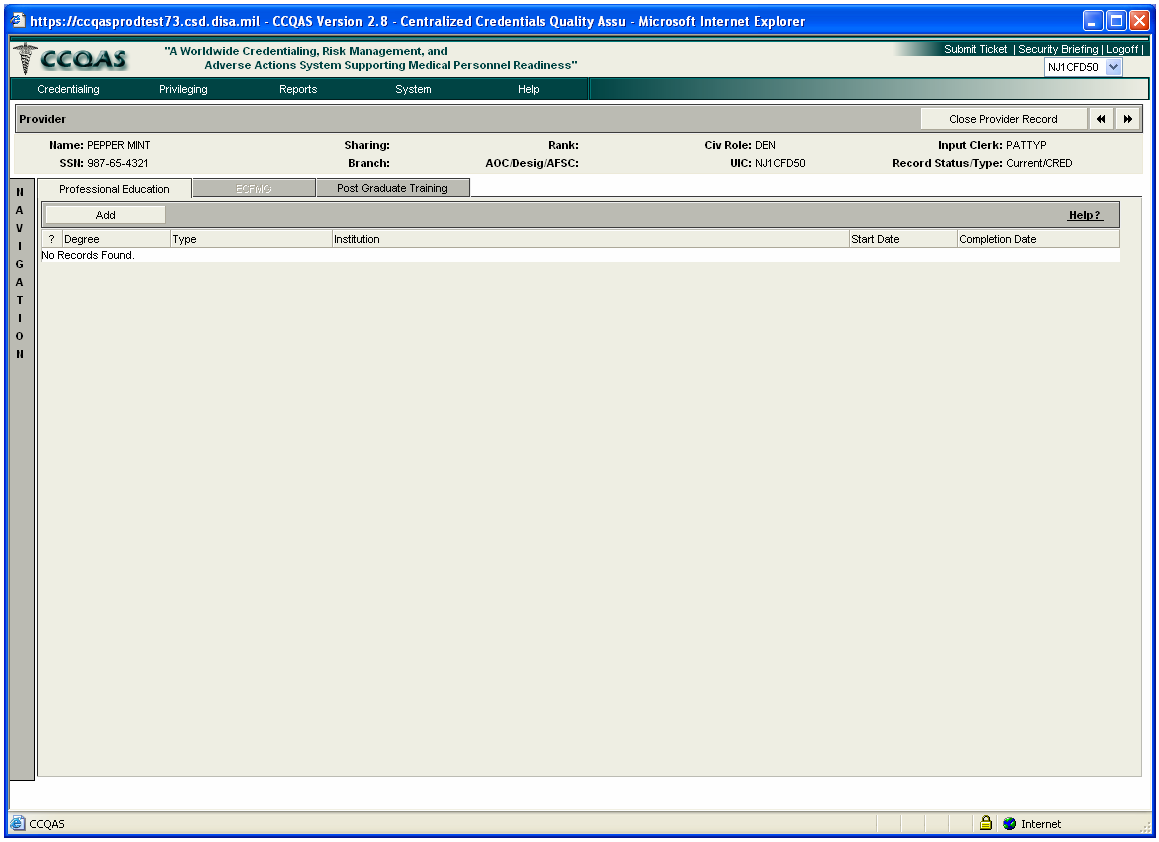
Privileging
Reports
System
Help
Provider
Close Provider Record
Name: PEPPER MINT
SSN: 987-65-4321
Sharing:
Branch:
Rank:
AOC/Desig/AFSC:
Civ Role: DEN
UIC: NJ1CFD50
Input Clerk: PATTYP
Record Status/Type: Current/CRED
NAVIGATION
State
National
Unlicensed Information
Save
Delete
Help?
Reason:
I am currently involved in the licensure application process.
Available States:
Add
Licensure State:
?
Abbreviation
State
No Records Found.
Remarks:
CCQAS
Internet

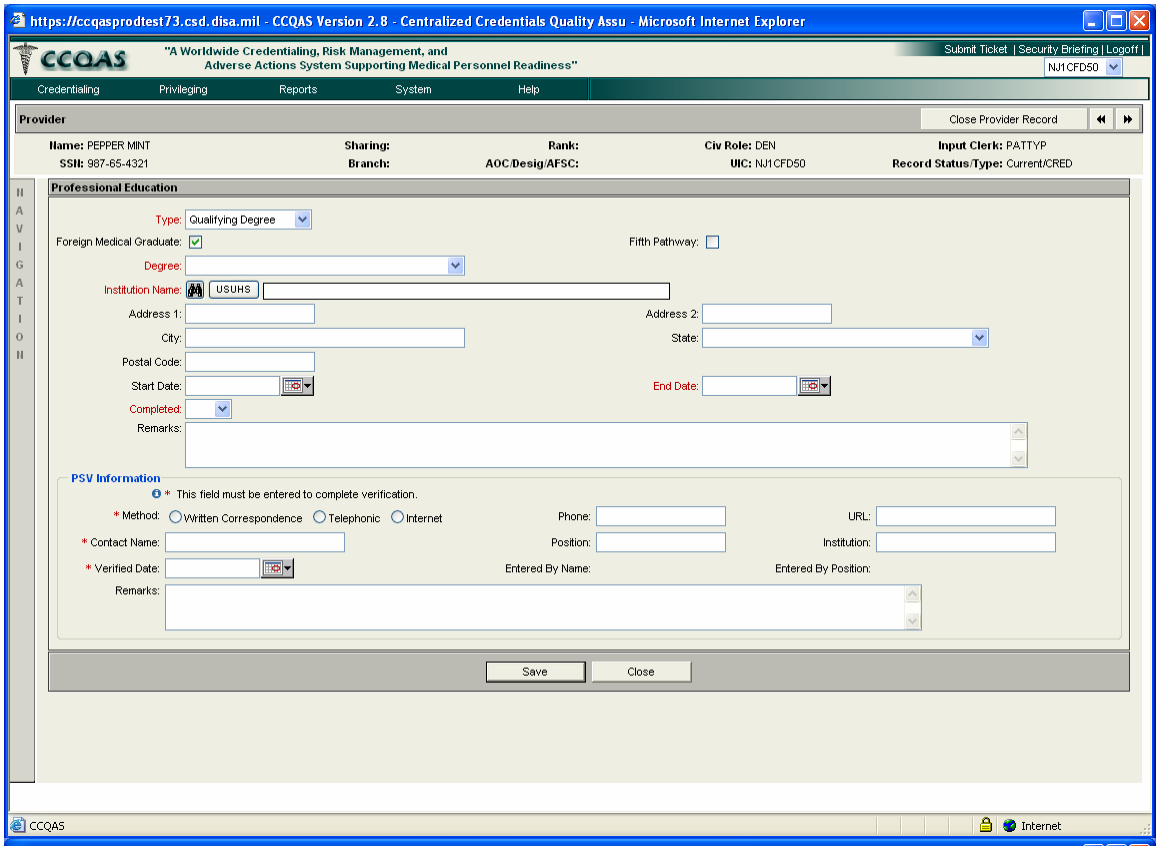
Next, the DEA / CDS (Drug Enforcement Agency / Controlled Dangerous Substances) section which was previously the Affiliation Tab.



This is the Education / Training screen. Note: this area does not include Continuing Education or Contingency Training. There are other sections devoted to these other categories.

This section is for Education / Training credentials that specifically qualify the person for their position. It is sub-divided into Professional Education, Post Graduate Training and, for foreign-trained providers, Educational Commission for Foreign Medical Graduates ECFMG) information.

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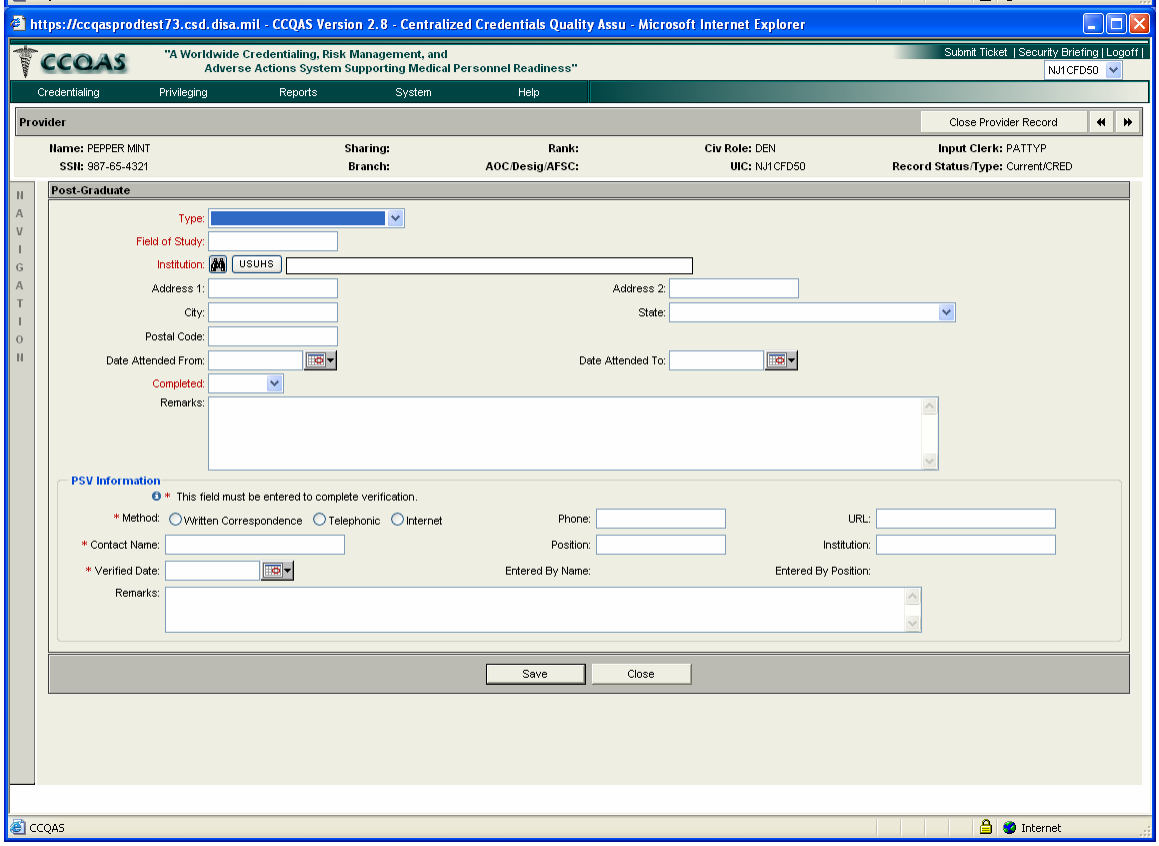
Rank:
AOC/Desig/AFSC:
Civ Role: DEN
UIC: NJ1CFD50
Input Clerk: PATTYP
Record Status/Type: Current/CRED
NAVIGATION
Professional Education
Type: Qualifying Degree
Foreign Medical Graduate:
Fifth Pathway:
Degree:
Institution Name: USUHS
Address 1:
Address 2:
City:
State:
Postal Code:
Start Date:
End Date:
Completed:
Remarks:
PSV Information
* This field must be entered to complete verification.
* Method: Written Correspondence Telephonic Internet
Phone:
URL:
* Contact Name:
Position:
Institution:
* Verified Date:
Entered By Name:
Entered By Position:
Remarks:
Save
Close
CCQAS
Internet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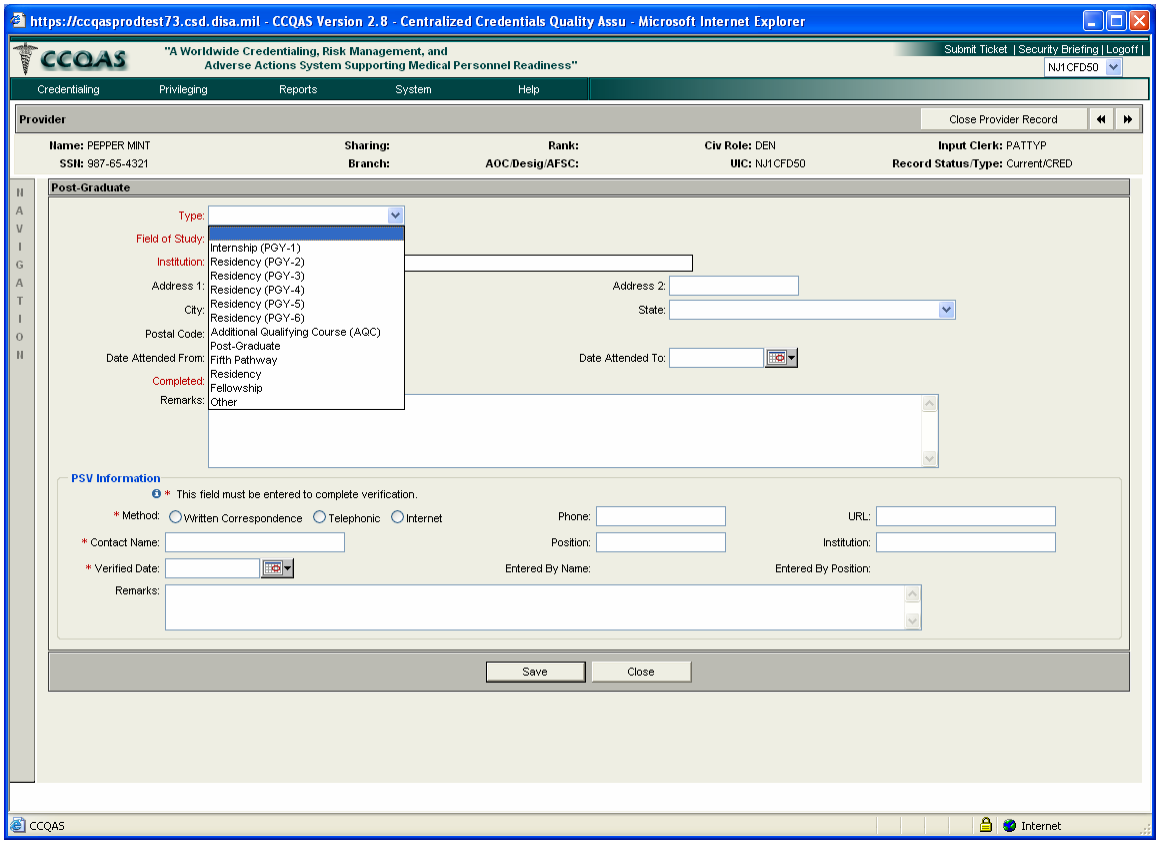
Sharing:
Branch:
Rank:
AOC/Desig/AFSC:
Civ Role: DEN
UIC: NJ1CFD50
Input Clerk: PATTYP
Record Status/Type: Current/CRED
NAVIGATION
Post-Graduate
Type:
Field of Study:
Institution: USUHS
Address 1:
Address 2:
City:
State:
Postal Code:
Date Attended From:
Date Attended To:
Completed:
Remarks:
PSV Information
* This field must be entered to complete verification.
* Method: Written Correspondence Telephonic Internet
Phone:
URL:
* Contact Name:
Position:
Institution:
* Verified Date:
Entered By Name:
Entered By Position:
Remarks:
Save
Close
CCQAS
Internet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Help
Provider
Close Provider Record
Name: PEPPER MINT
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Sharing:
Branch:
Rank:
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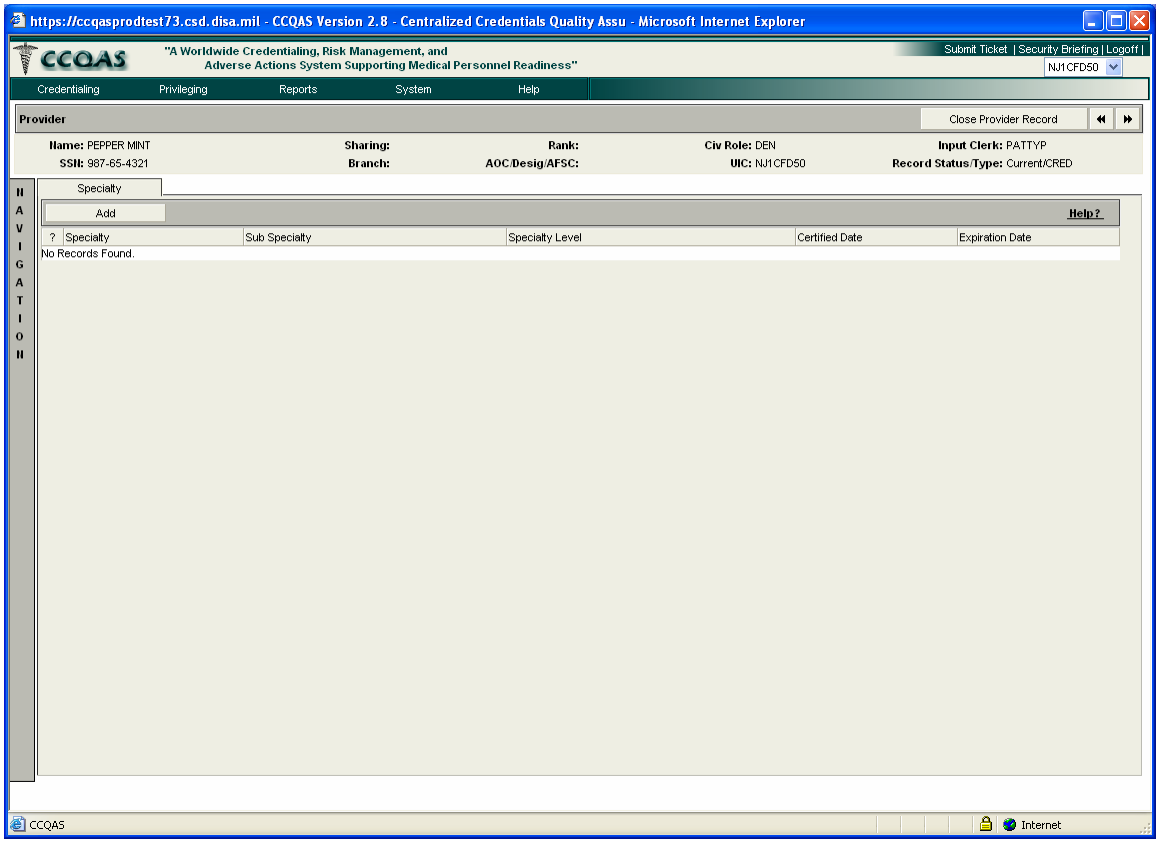
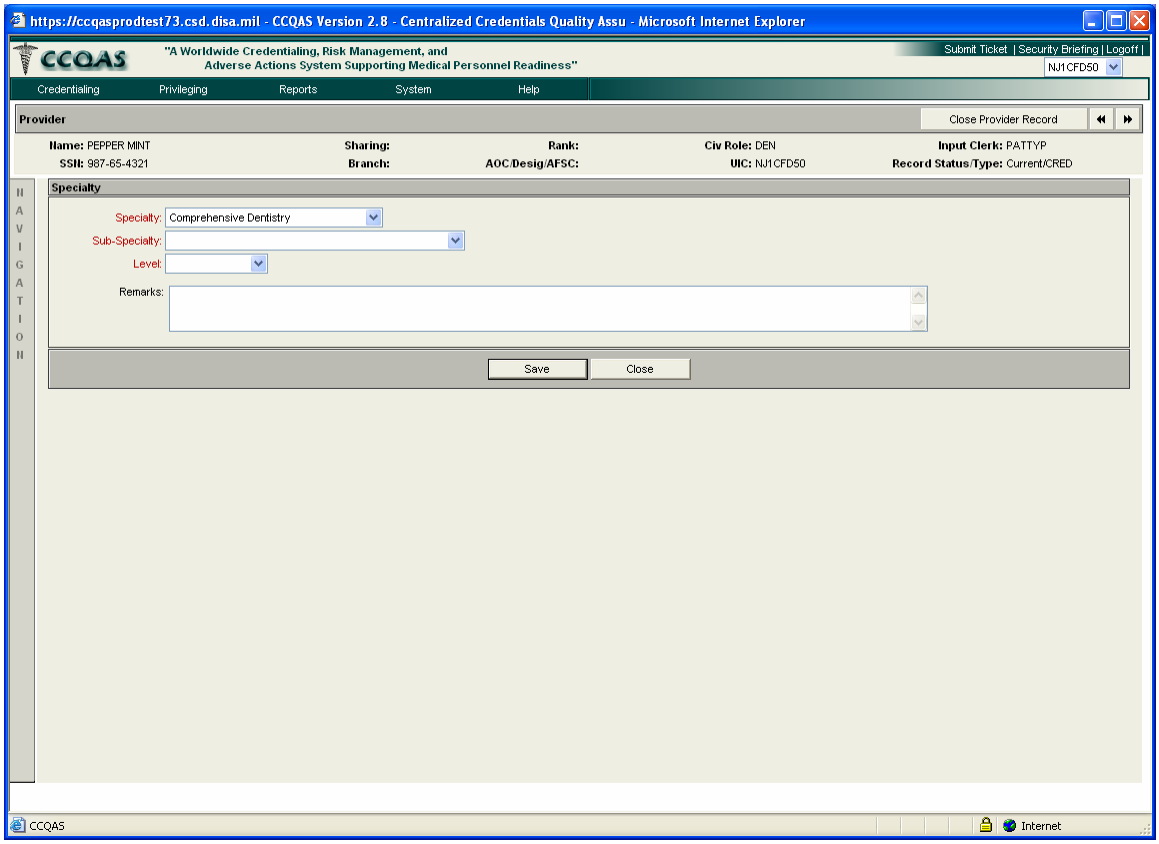
Civ Role: DEN
UIC: NJ1CFD50
Input Clerk: PATTYP
Record Status/Type: Current/CRED
NAVIGATION
Post-Graduate
Type:
Field of Study:
Institution:
Address 1:
Address 2:
City:
State:
Postal Code:
Date Attended From:
Date Attended To:
Completed:
Remarks:
Internship (PGY-1)
Residency (PGY-2)
Residency (PGY-3)
Residency (PGY-4)
Residency (PGY-5)
Residency (PGY-6)
Additional Qualifying Course (AQC)
Post-Graduate
Fifth Pathway
Residency
Fellowship
Other
PSV Information
* This field must be entered to complete verification.
* Method:
Written Correspondence
Telephonic
Internet
Phone:
URL:
* Contact Name:
Position:
Institution:
* Verified Date:
Entered By Name:
Entered By Position:
Remarks:
Save
Close
CCQAS
Internet

The Specialty Summary and Detail Screens:

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System
Help
Provider
Close Provider Record
Name: PEPPER MINT
SSN: 987-65-4321
Sharing:
Branch:
Rank:
AOC/Desig/AFSC:
Civ Role: DEN
UIC: NJ1CFD50
Input Clerk: PATTYP
Record Status/Type: Current/CRED
NAVIGATION
Specialty
Specialty: Comprehensive Dentistry
Sub-Specialty:
Level:
Remarks:
Save
Close
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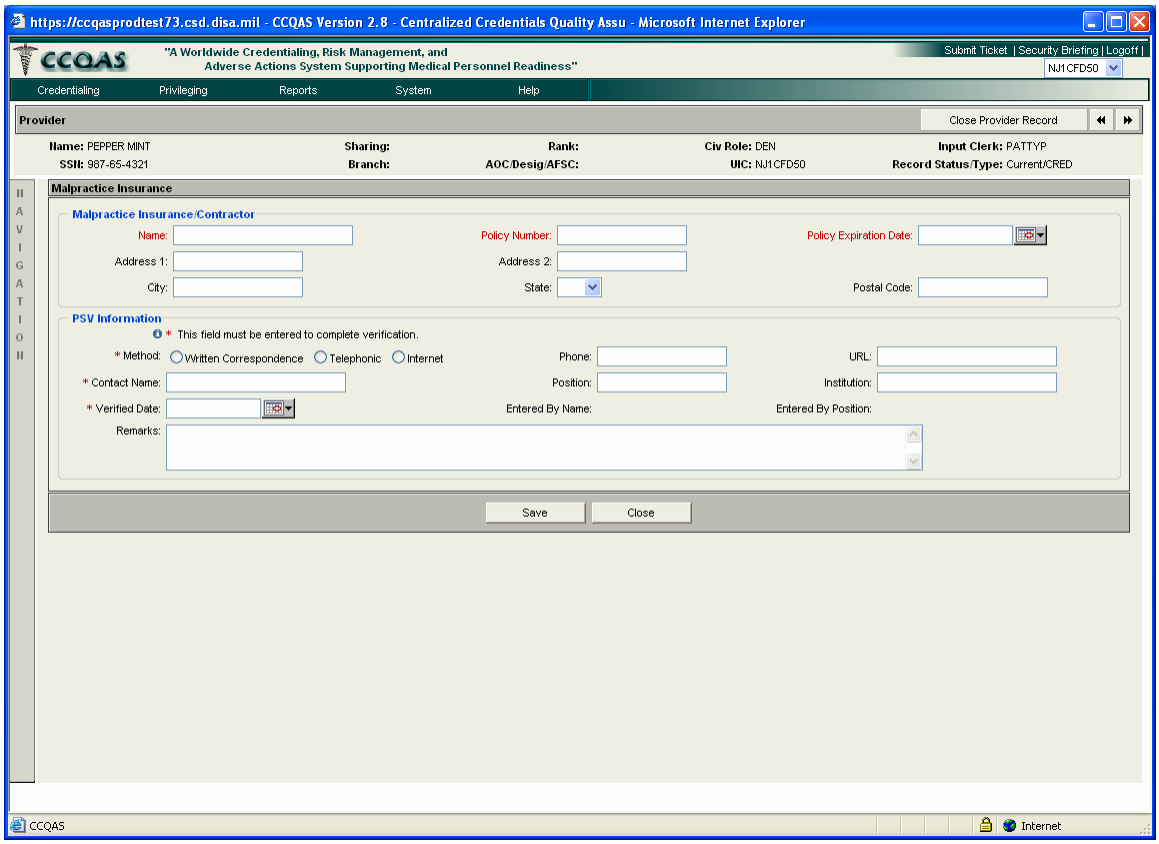
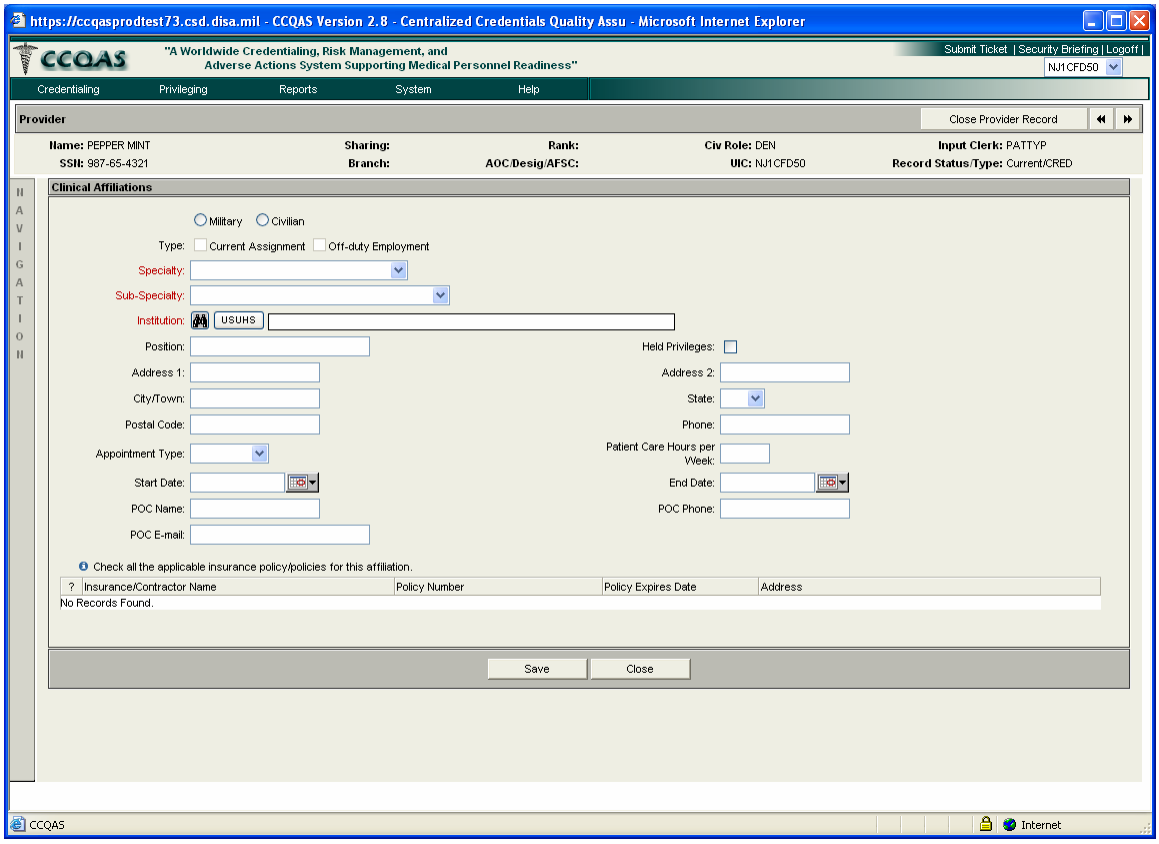
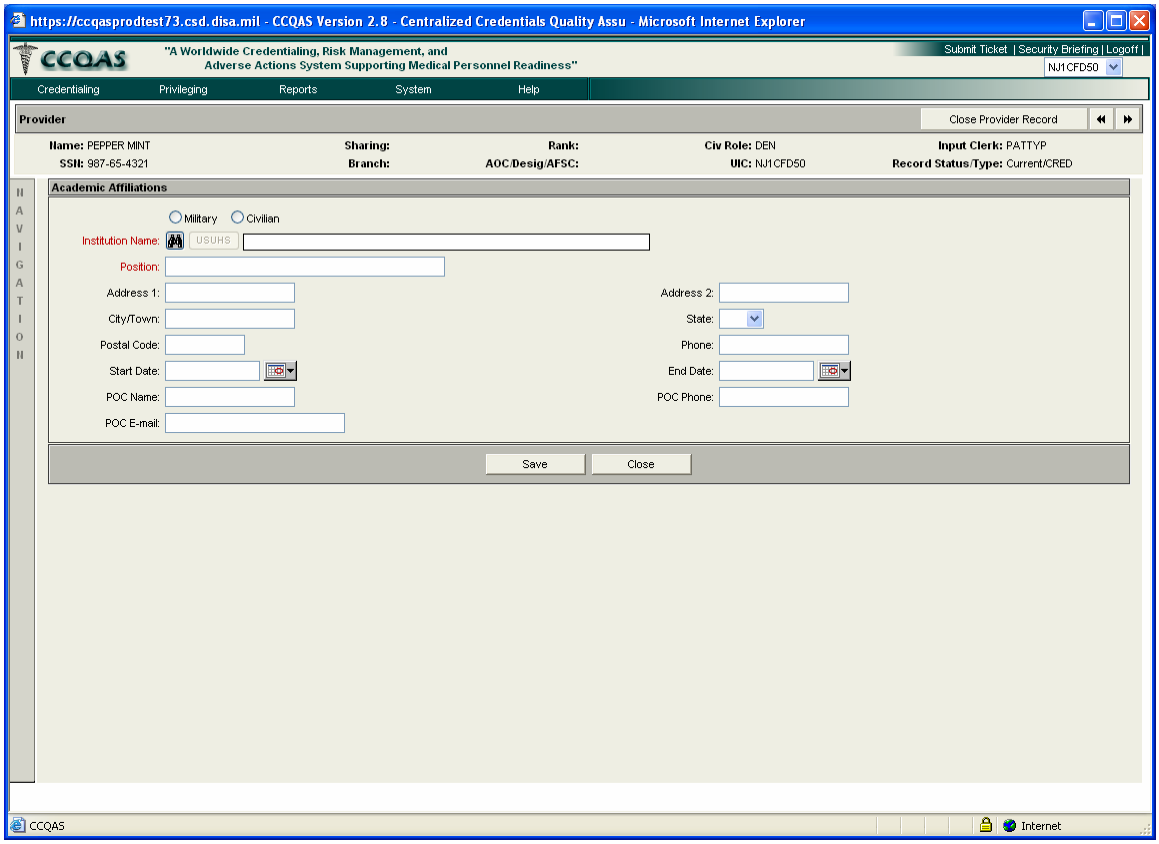
The Malpractice Insurance Screen is used to record the information that a provider needs to supply to be allowed to work for the DoD as a contract worker. It should also be recorded if available in other cases.



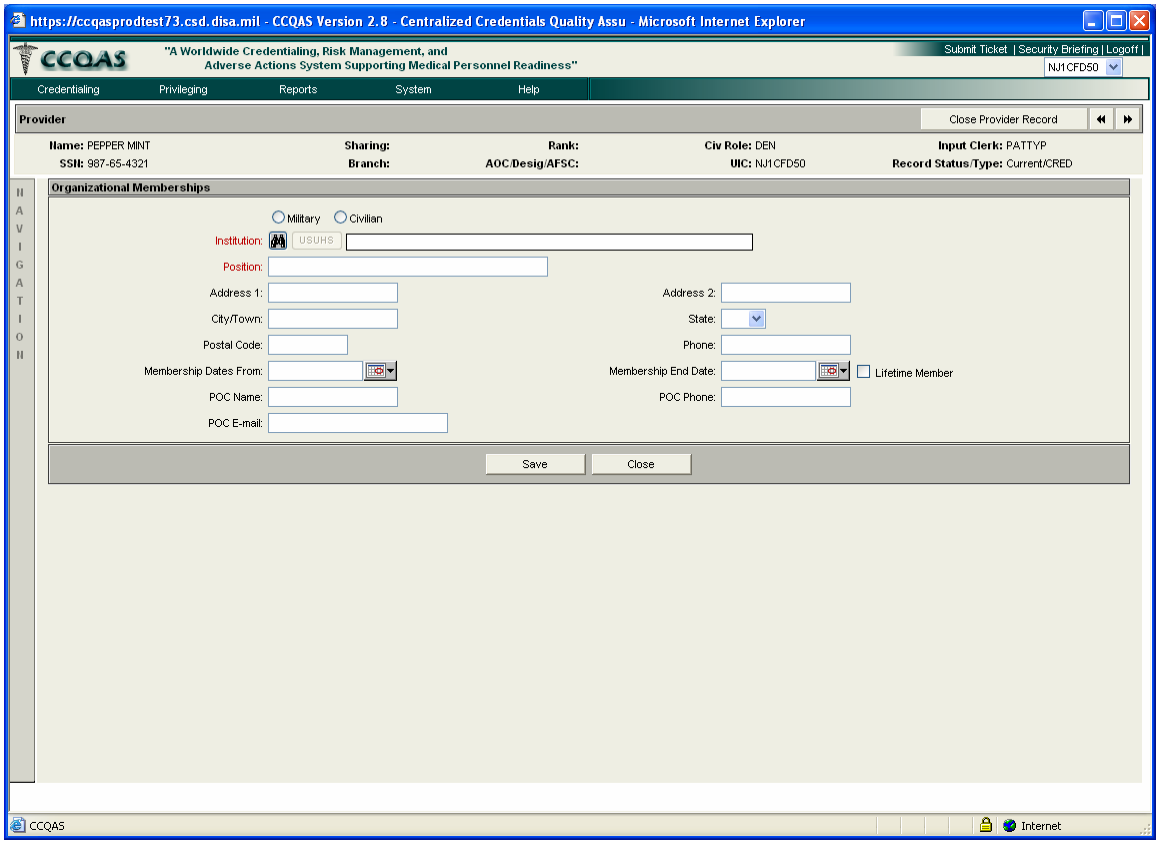
The Affiliations Screen:



The Clinical Affiliations Screen records information on Non-Military medical institutions with which the provider may have an association. It also is interfaced with the previous Malpractice Information Screen.

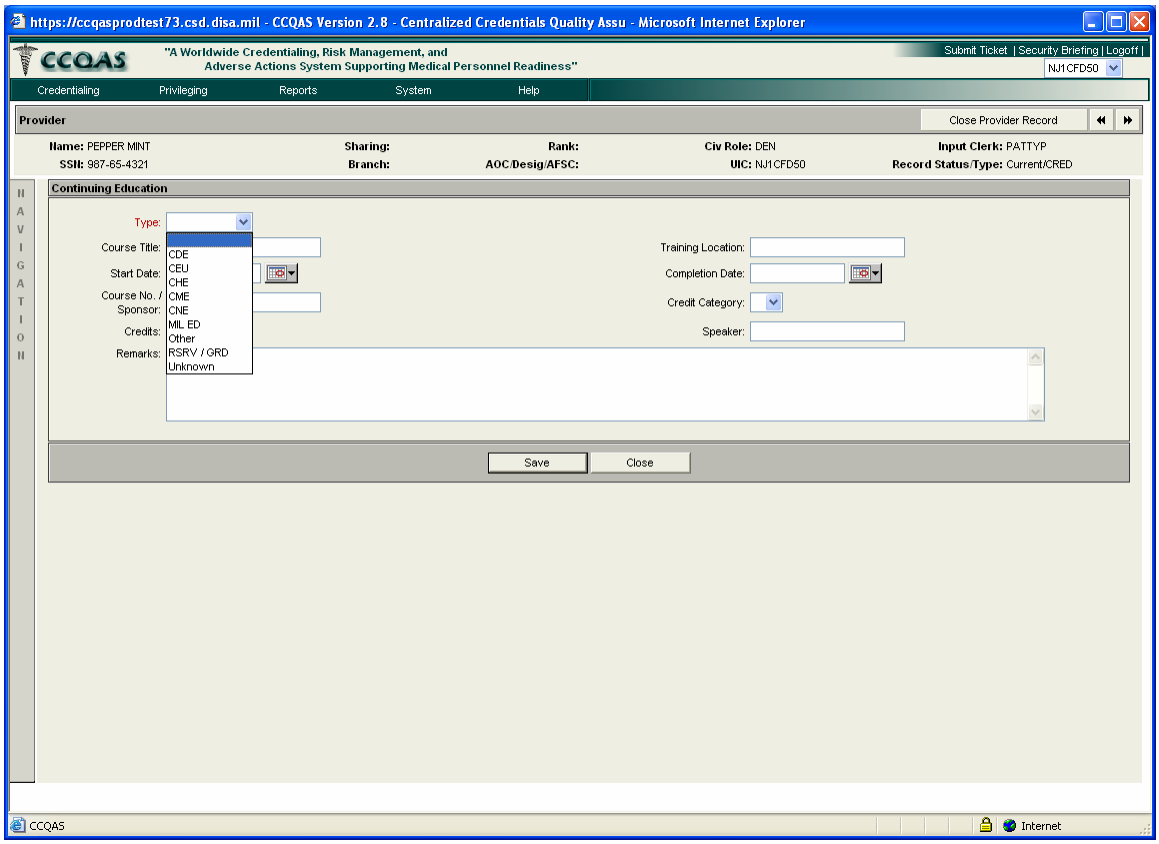


The Academic Affiliations Screen will be used to record any associations the provider may have with educational institutions (i.e., teaching hospitals, universities, etc.)

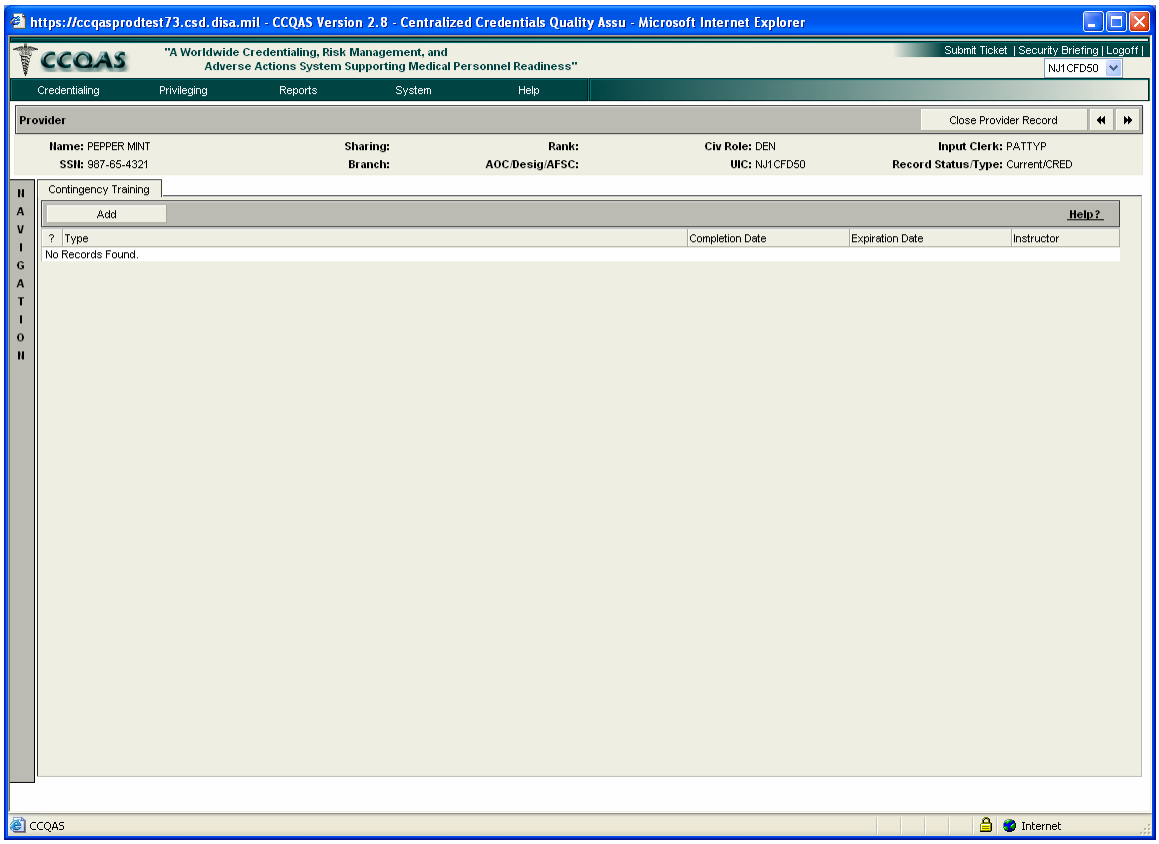


This screen records information about Organizational Memberships that the provider may have (e.g., American Medical Association, etc.)

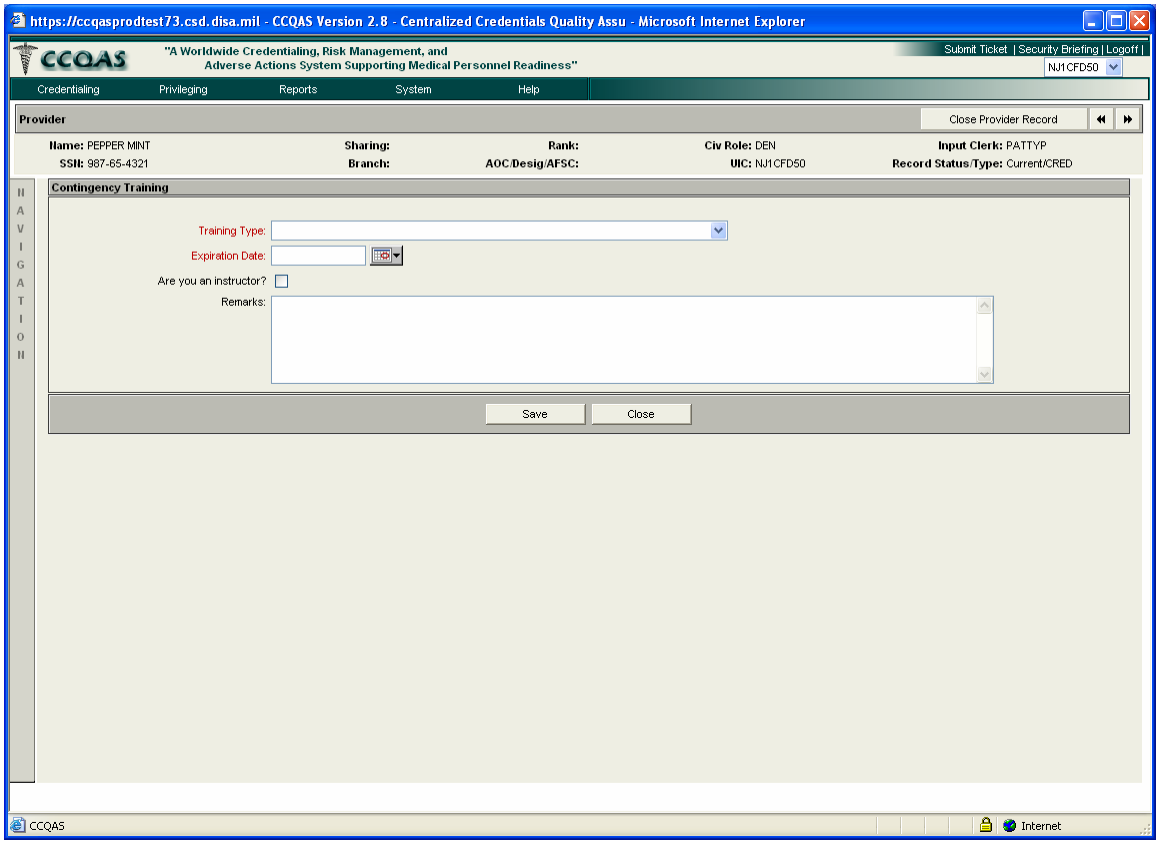
The section on Continuing Education still functions the same as before. Select the type of training and then complete the mandatory fields per selection and then save.



The section on Contingency Training follows, with both the summary line screen and a shot of the sub-record screen:



This is the section where the BLS, ATLS, CBRNE etc. are captured.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Help
Provider
Close Provider Record
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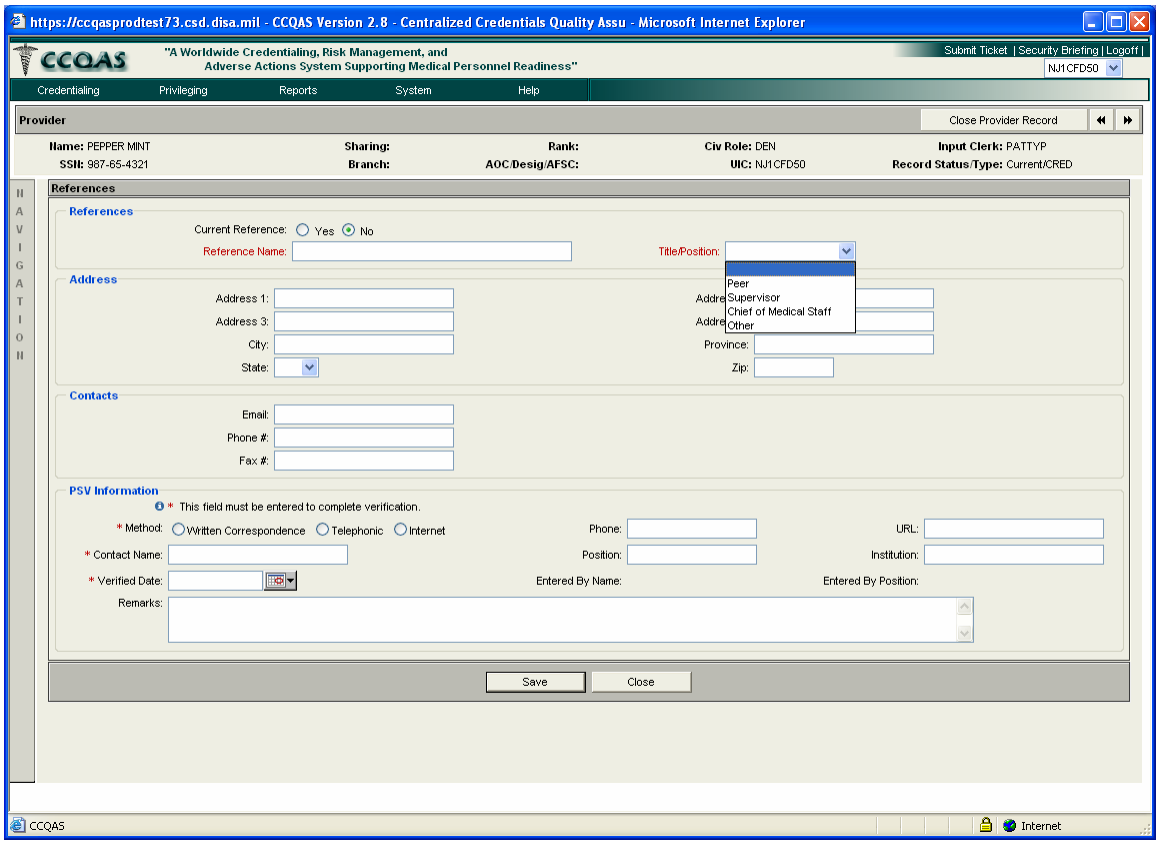
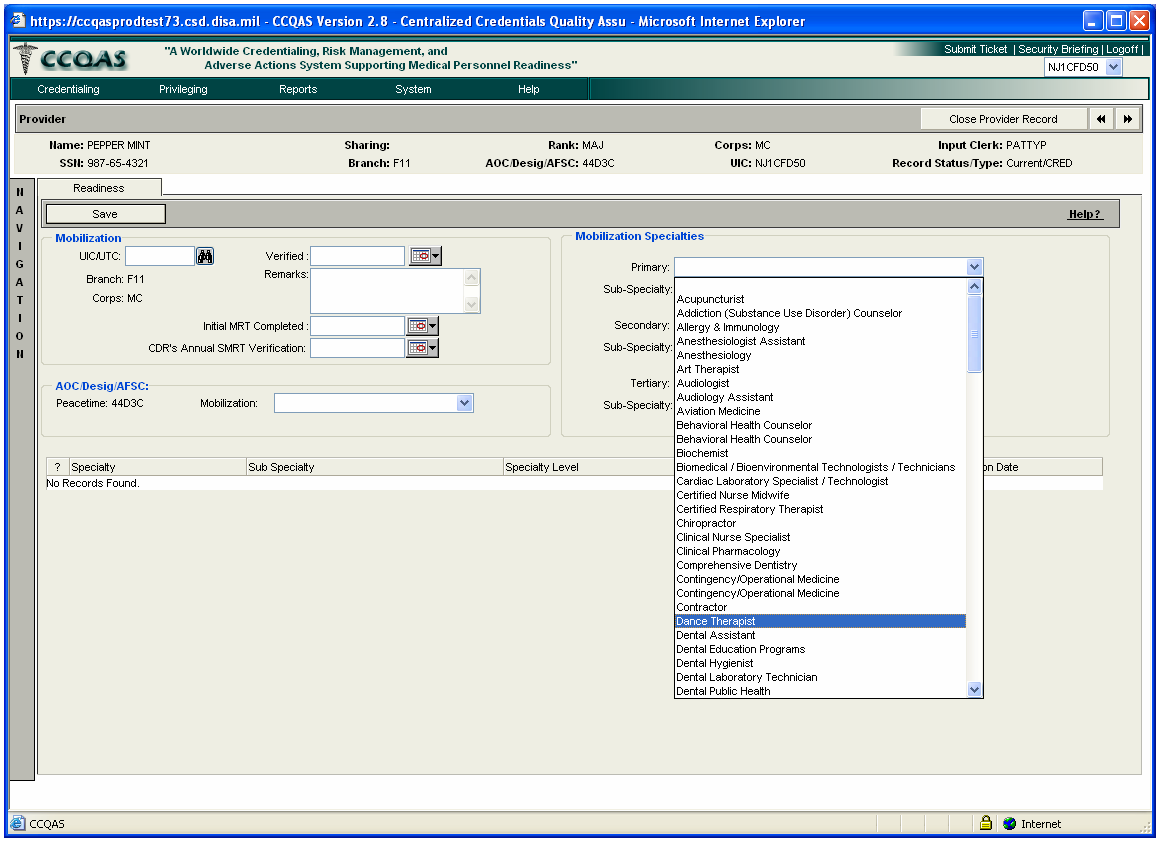
SSN: 987-65-4321
Sharing:
Branch:
Rank:
AOC/Desig/AFSC:
Civ Role: DEN
UIC: NJ1CFD50
Input Clerk: PATTYP
Record Status/Type: Current/CRED
NAVIGATION
Contingency Training
Training Type:
Expiration Date:
Are you an instructor?
Remarks:
Save
Close
CCQAS
Internet

Below is a screen to record a provider's references and their type and contact information:

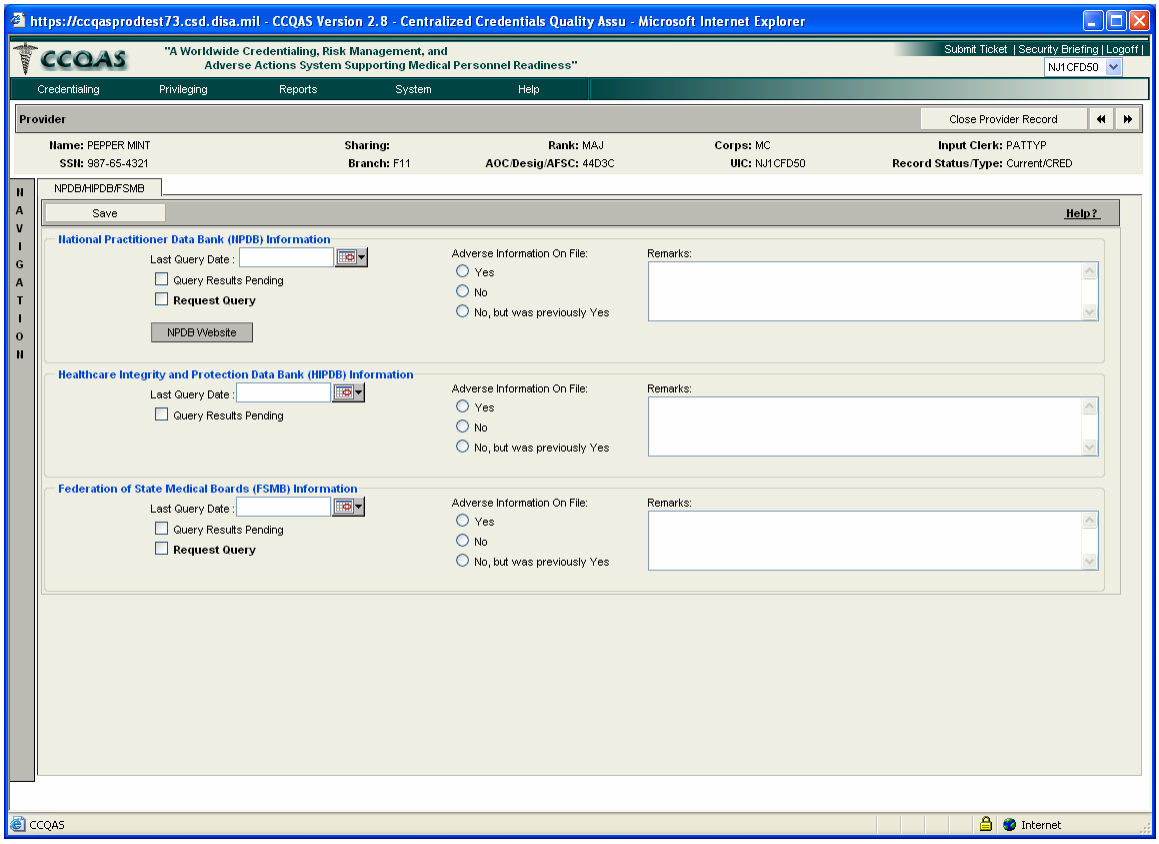


This is the Readiness Screen. Please note in the displayed drop-down list that the reference list for Mobilization Specialties has changed from AFSCs to the HIPPA

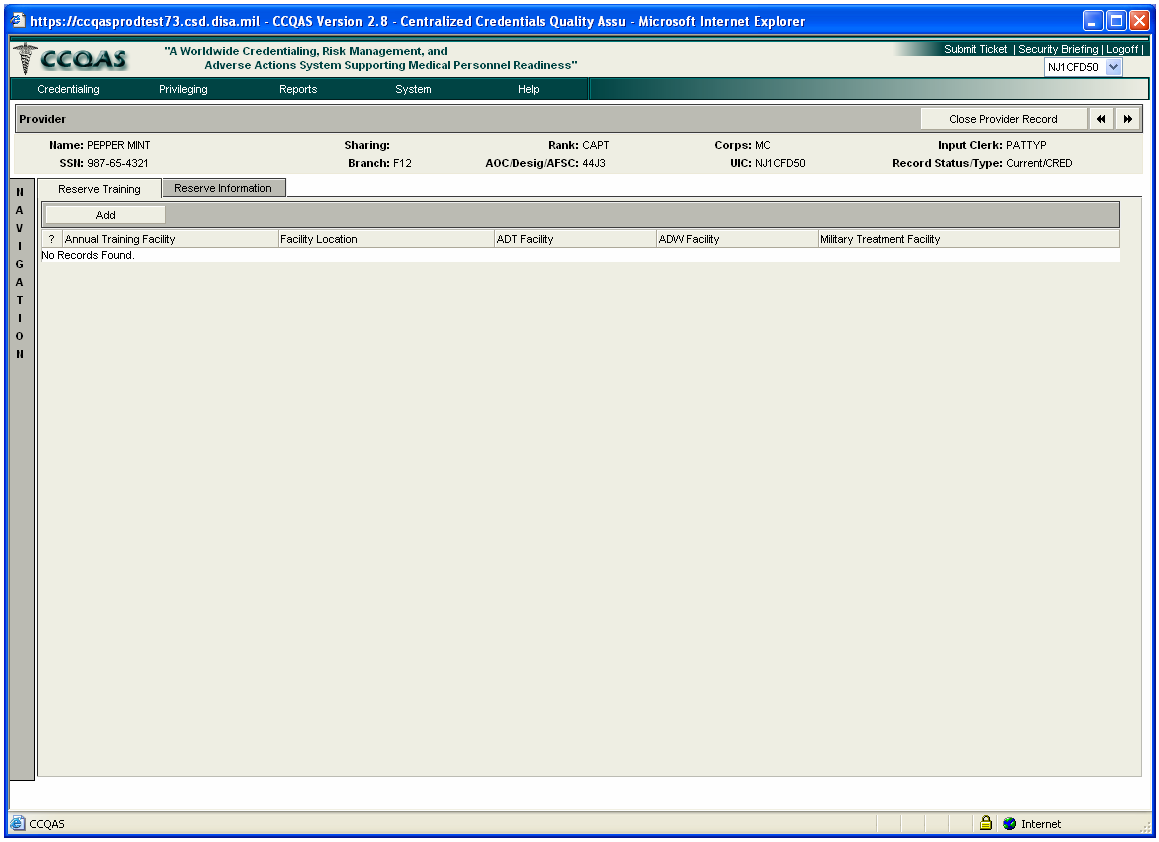
Specialty Code list. For the Army, our focus is on the Mobilization fields and AOC Mobilization field. The Army does not utilize the Mobilization Specialty area where the drop down menu is displayed.

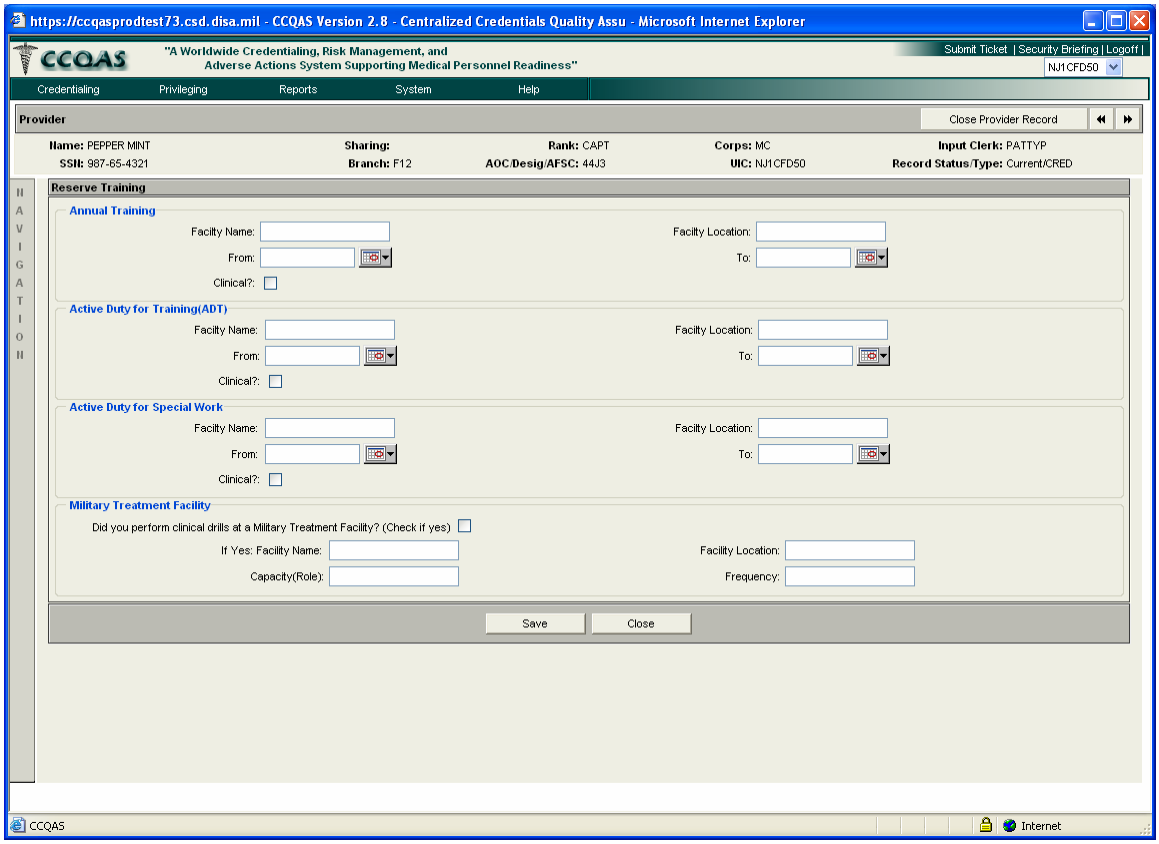


Here is the NPDB / HIPDB / FSMB Screen. It is virtually the same as the old one.



The Reserve Training Screen will be for training information for Soldiers in the Reserves only. It will be “greyed out” for Non Soldiers in the Reserve. Below is the summary line and sub-record screens.

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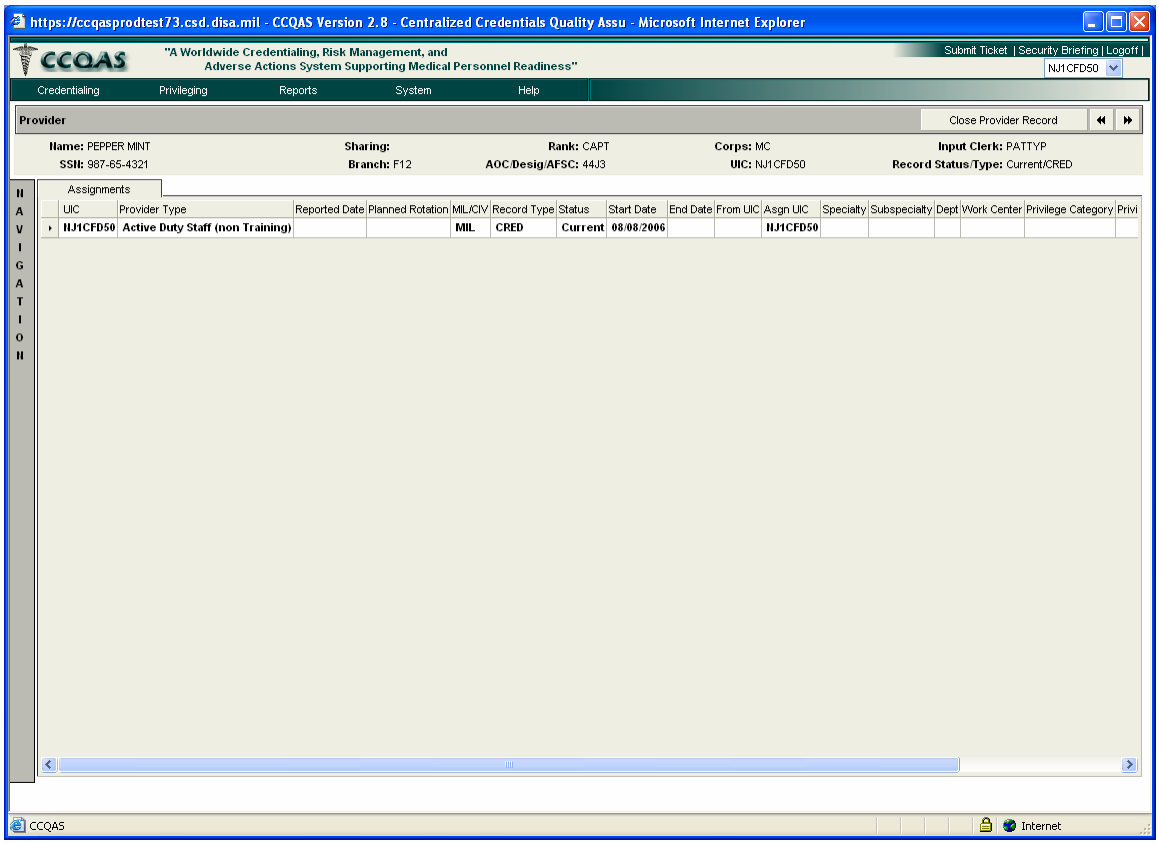
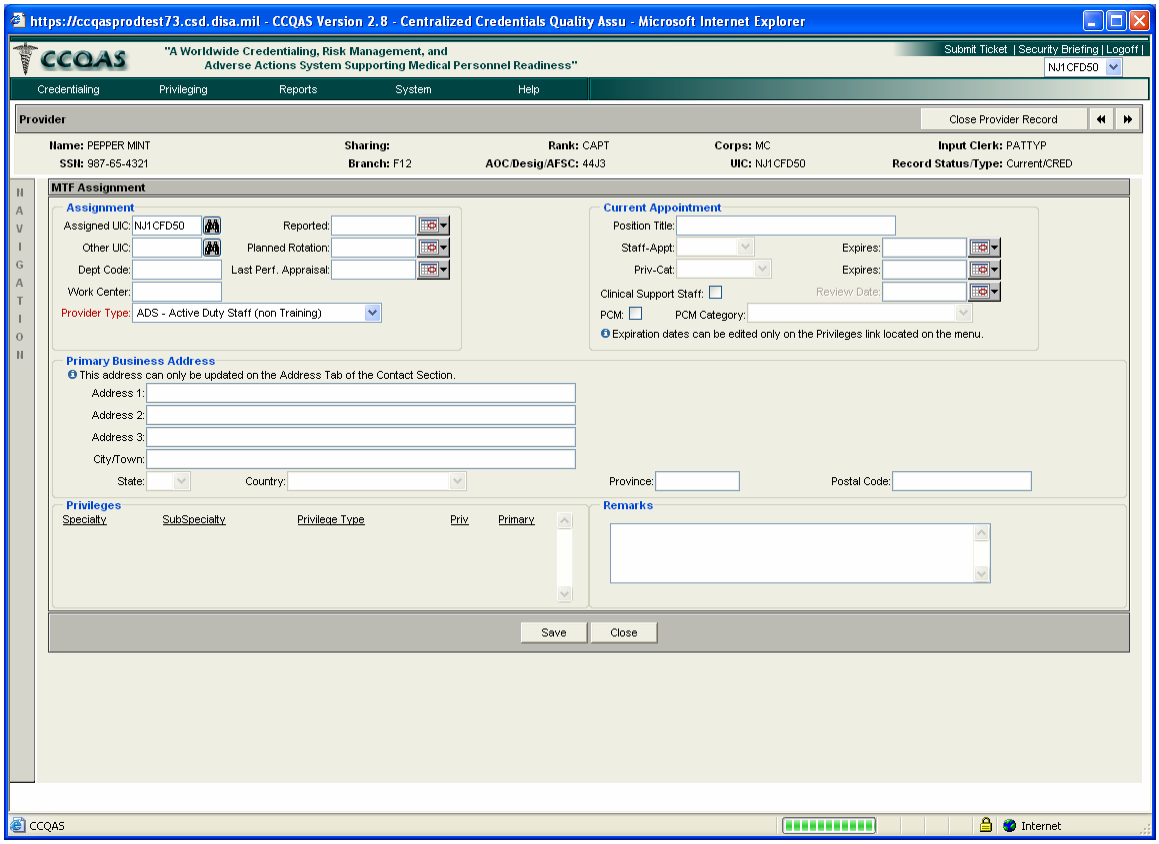
Privileging
Reports
System
Help
Provider
Close Provider Record
Name: PEPPER MINT
Sharing:
Rank: CAPT
Corps: MC
Input Clerk: PATTYP
SSN: 987-65-4321
Branch: F12
AOC/Desig/AFSC: 44J3
UIC: NJ1CFD50
Record Status/Type: Current/CRED
NAVIGATION
Reserve Training
Annual Training
Facilty Name:
Facilty Location:
From:
To:
Clinical?:
Active Duty for Training(ADT)
Facilty Name:
Facilty Location:
From:
To:
Clinical?:
Active Duty for Special Work
Facilty Name:
Facilty Location:
From:
To:
Clinical?:
Military Treatment Facility
Did you perform clinical drills at a Military Treatment Facility? (Check if yes)
If Yes: Facility Name:
Facility Location:
Capacity(Role):
Frequency:
Save
Close
CCQAS
Internet

Here is the Assignment Area, both summary line and sub-record screen.

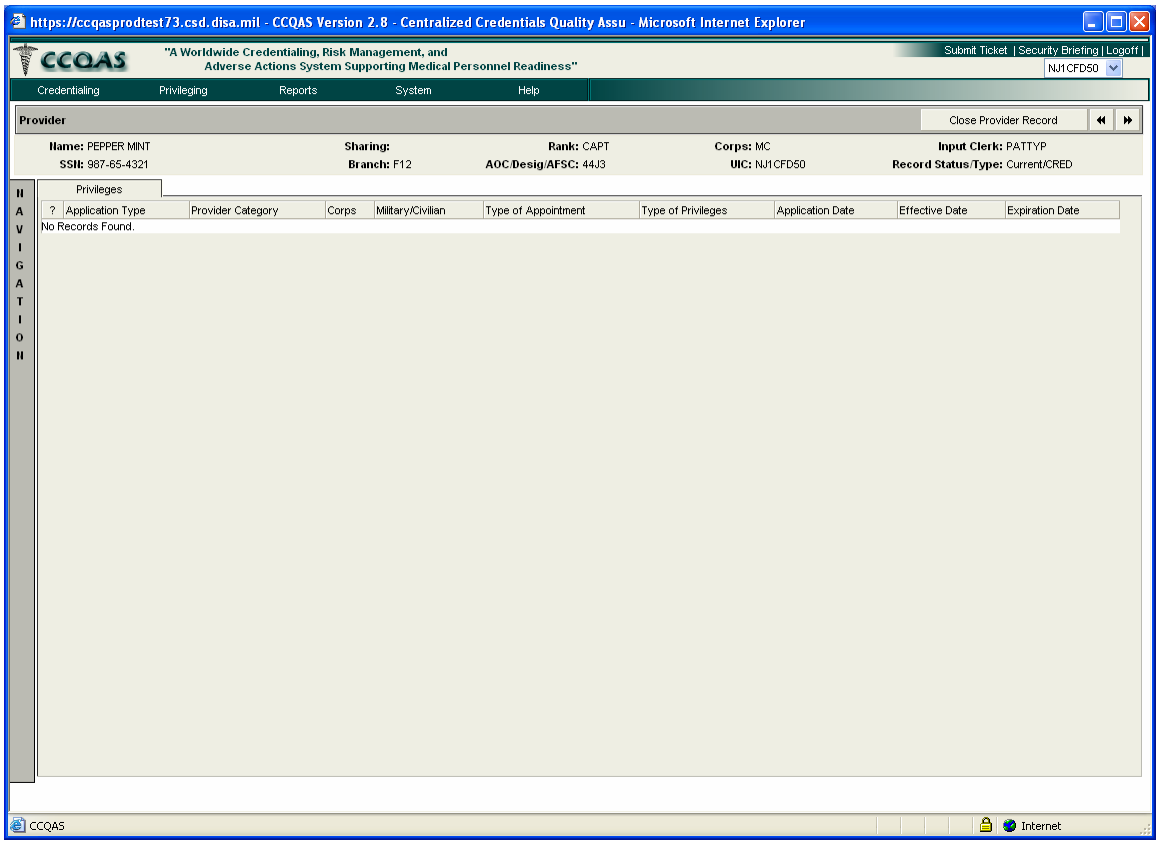


The opening functionality is the same. Either select the arrow at the left hand side of the Assignment and then select open or double click on the summary line and the Assignment will open.

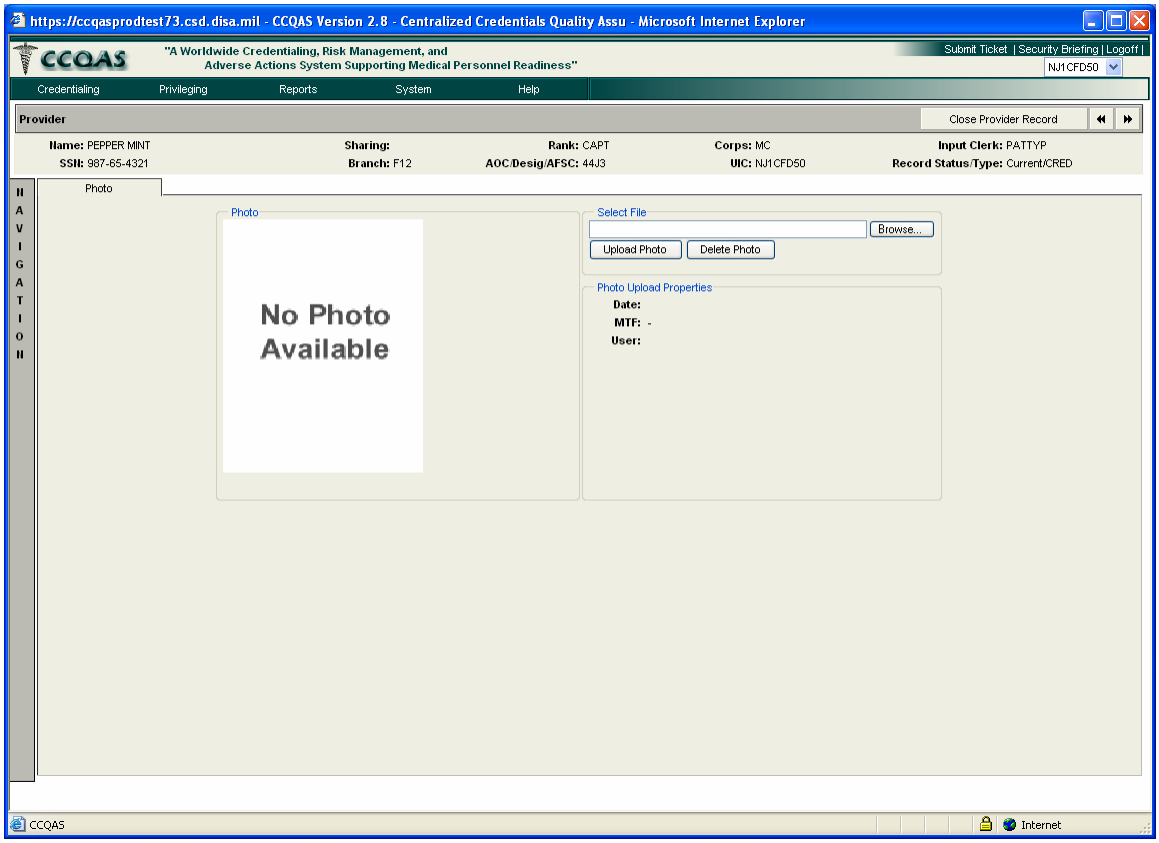


Ensure you select the Clinical Support Staff for providers who are not eligible for Privileges. Examples are, RN, LVN, 68WM5, (Formally 91WM5), or is still in a GME Program not eligible for privileges. A global change in CCQAS will occur in the future, automatically changing the 91 series to 68 series.

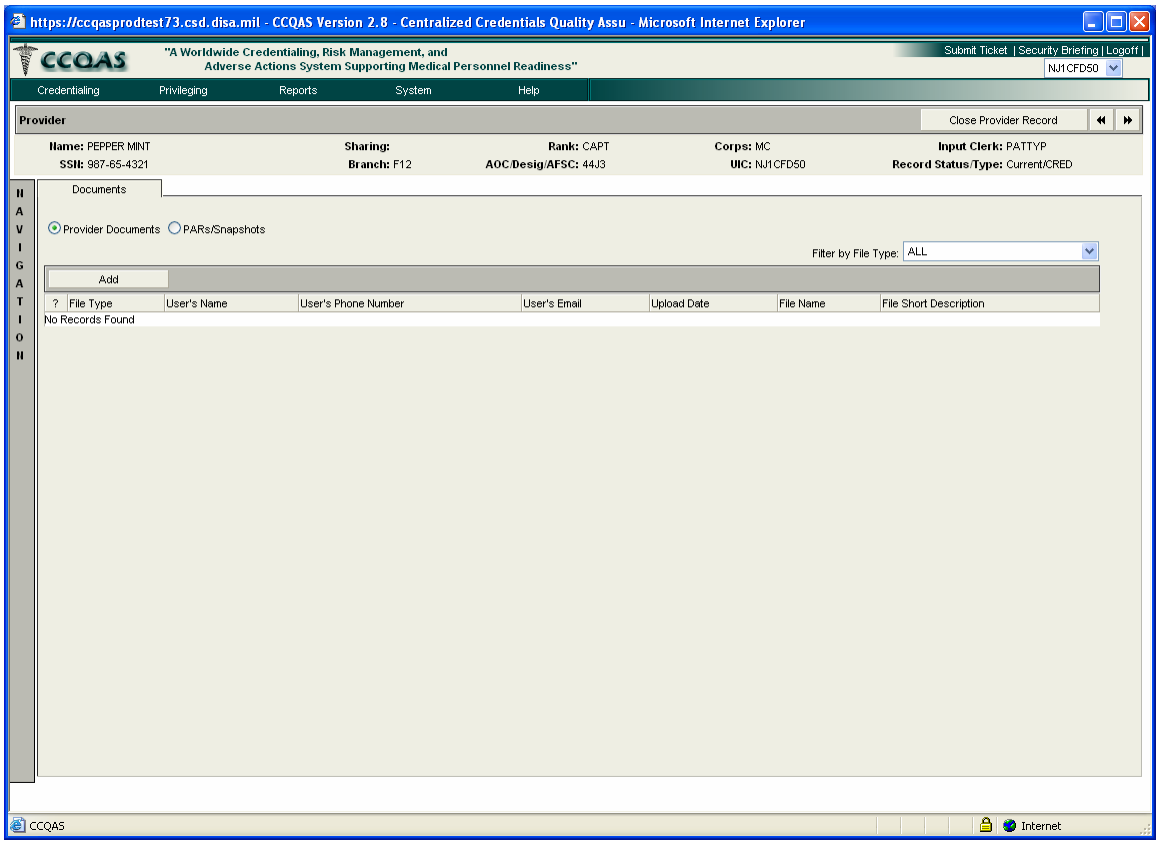
The following screen shot is of an expanded Privileges record area summary line.

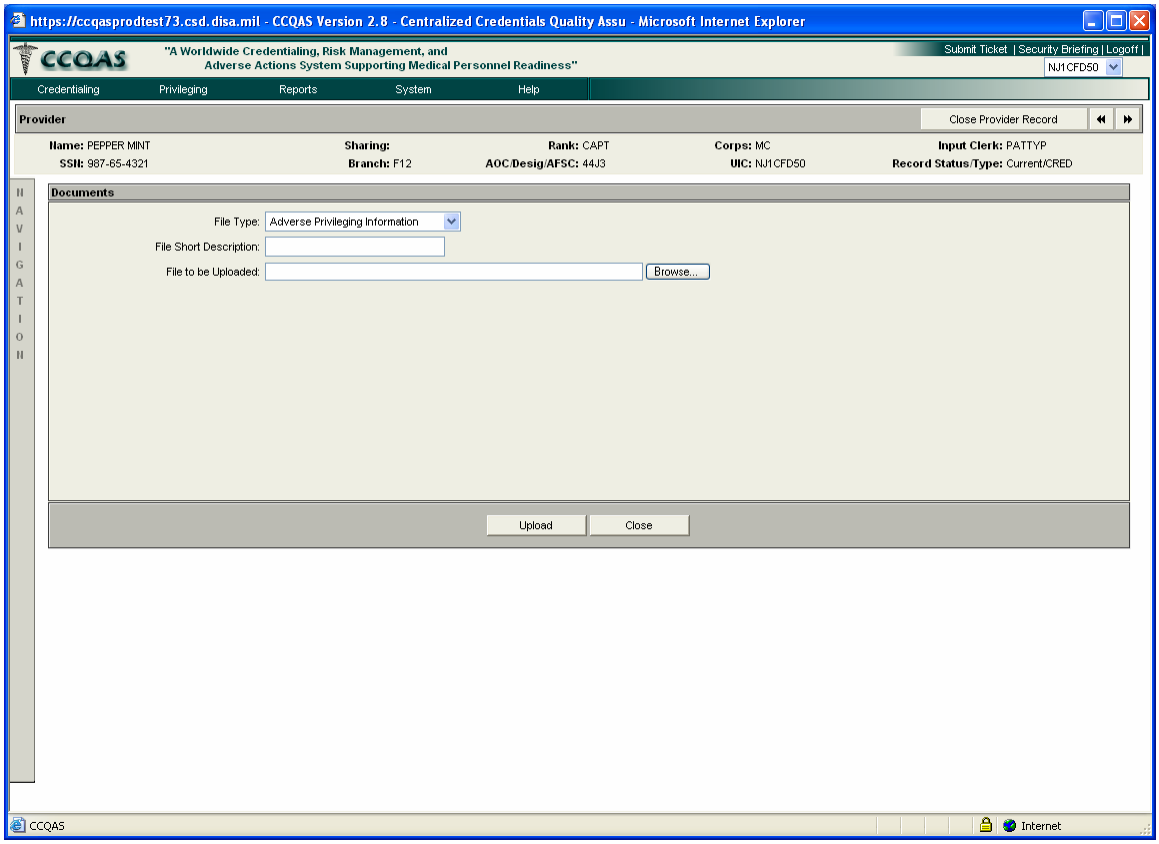


The Photo identification screen:



A new section of screens for working with up-loads of scanned documents is currently being developed. It works basically the same as the previous Photo Screen. Uploads will be limited to a maximum of one megabyte files in .jpg, .gif, or, pdf. formats.

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Rank: CAPT
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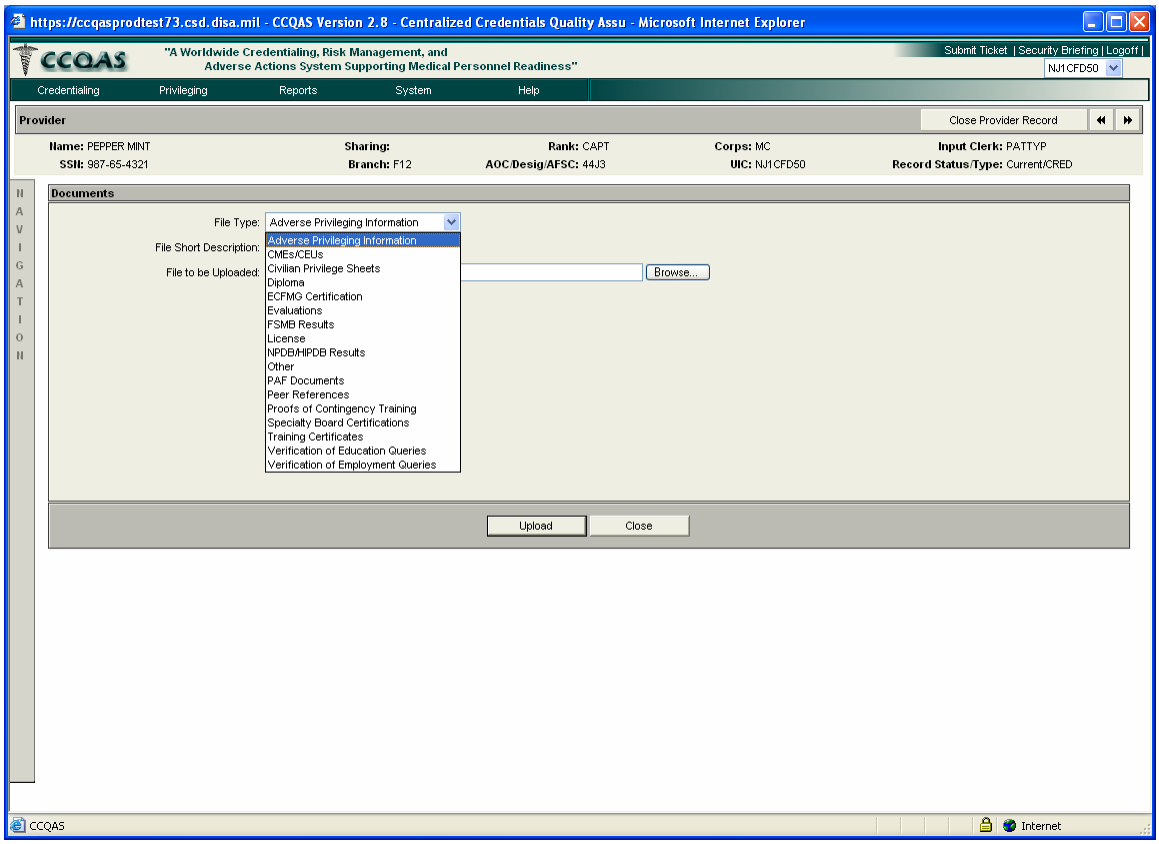
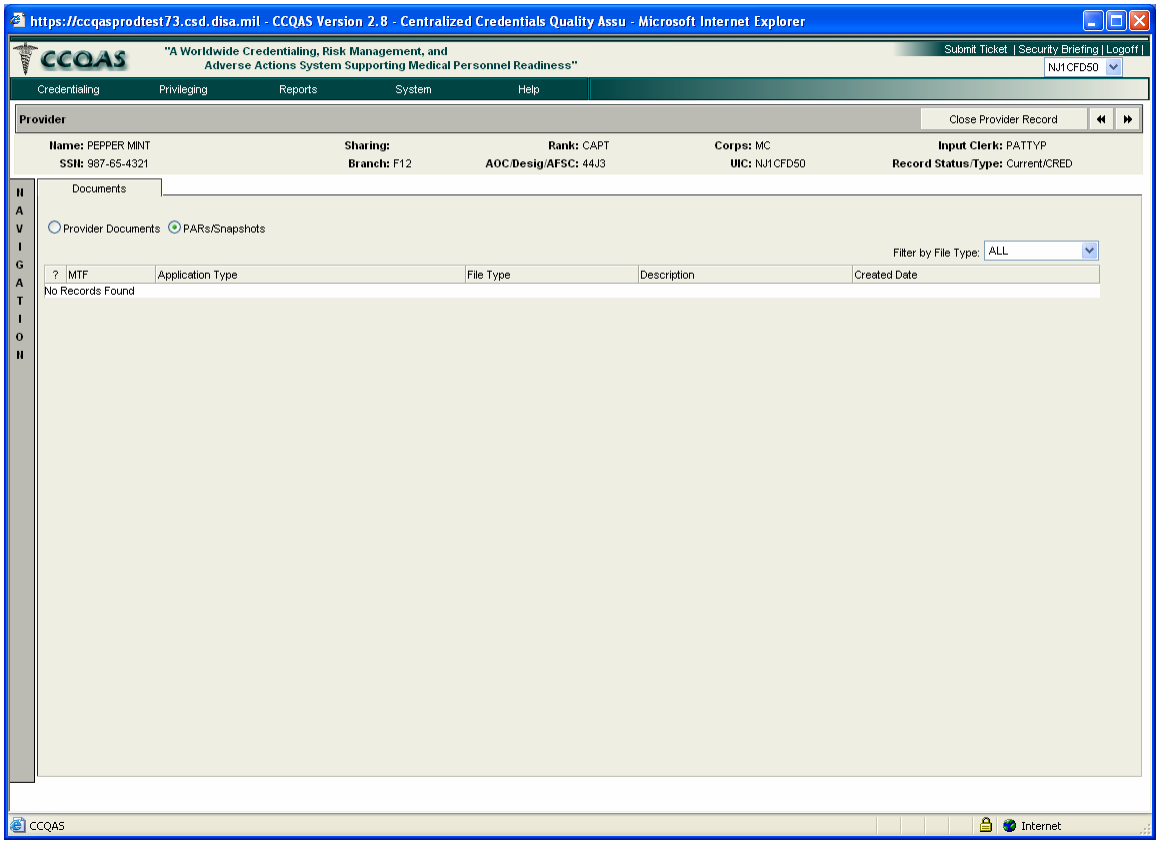
Corps: MC
UIC: NJ1CFD50
Input Clerk: PATTYP
Record Status/Type: Current/CRED
NAVIGATION
Documents
File Type:
Adverse Privileging Information
File Short Description:
File to be Uploaded:
Browse...
Upload
Close
CCQAS
Internet

Here is an example of the drop-down list of categories available. More categories may become available and the Services will define their naming conventions for the files.

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SSN: 987-65-4321
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AOC/Desig/AFSC: 44J3
UIC: NJ1CFD50
Record Status/Type: Current/CRED
NAVIGATION
Documents
Provider Documents
PARs/Snapshots
Filter by File Type:
ALL
?
MTF
Application Type
File Type
Description
Created Date
No Records Found
CCQAS
Internet